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Calendar No. 1622

90TH CONGRESS  
2D SESSION

# H. R. 18612

[Report No. 1621]

IN THE SENATE OF THE UNITED STATES

SEPTEMBER 17, 1968

Read twice and referred to the Committee on the Judiciary

OCTOBER 9, 1968

Reported by Mr. ERVIN, without amendment

## AN ACT

To enact title 44, United States Code, "Public Printing and Documents",  
codifying the general and permanent laws relating to public printing  
and documents.

1 *Be it enacted by the Senate and House of Representatives of the*  
2 *United States of America in Congress assembled, That the general*  
3 *and permanent laws relating to public printing and documents are*  
4 *revised, codified, and enacted as title 44, United States Code, "Public*  
5 *Printing and Documents", and may be cited as "44 U.S.C. §     ", as*  
6 *follows:*

### 7 **TITLE 44—PUBLIC PRINTING AND DOCUMENTS**

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**1 CHAPTER 1—JOINT COMMITTEE ON PRINTING**

Sec.

101. Joint Committee on Printing: membership.

102. Joint Committee on Printing: succession; powers during recess.

103. Joint Committee on Printing: remedial powers.

**2 § 101. Joint Committee on Printing: membership**

3 The Joint Committee on Printing shall consist of the chairman and  
4 two members of the Committee on Rules and Administration of the  
5 Senate and the chairman and two members of the Committee on House  
6 Administration of the House of Representatives.

**7 § 102. Joint Committee on Printing: succession; powers during  
8 recess**

9 The members of the Joint Committee on Printing who are reelected  
10 to the succeeding Congress shall continue as members of the commit-  
11 tee until their successors are chosen. The President of the Senate and  
12 the Speaker of the House of Representatives shall, on the last day of a  
13 Congress, appoint members of their respective Houses who have been  
14 elected to the succeeding Congress to fill vacancies which may then  
15 be about to occur on the Committee, and the appointees and members of  
16 the Committee who have been reelected shall continue until their suc-  
17 cessors are chosen.

18 When Congress is not in session, the Joint Committee may exercise  
19 all its powers and duties as when Congress is in session.

**20 § 103. Joint Committee on Printing: remedial powers**

21 The Joint Committee on Printing may use any measures it considers  
22 necessary to remedy neglect, delay, duplication, or waste in the public  
23 printing and binding and the distribution of Government publications.

**24 CHAPTER 3—GOVERNMENT PRINTING OFFICE**

Sec.

301. Public Printer: appointment; bond.

302. Deputy Public Printer: appointment; duties.

303. Public Printer and Deputy Public Printer: compensation.

304. Public Printer: vacancy in office.

305. Public Printer: employees; pay.

306. Public Printer: employment of skilled workmen; trial of skill.

307. Public Printer: night work.

308. Disbursing officer: continuation and settlement of accounts during vacancy  
in office; responsibility for accounts; disbursements for Superintendent  
of Documents.

309. Revolving fund for operation and maintenance of Government Printing  
Office: capitalization; reimbursements and credits; accounting and budget-  
ing; reports.

310. Payments for printing, binding, blank paper, and supplies.

311. Purchases exempt from the Federal Property and Administrative Services  
Act.

312. Machinery, material, equipment, or supplies from other Government  
agencies.

313. Examining boards: paper; bindery materials; machinery.

314. Inks, glues, and other supplies furnished to other Government agencies:  
payment.

Sec.

315. Branches of Government Printing Office; limitations.

316. Detail of employees of Government Printing Office to other Government establishments.

**1 § 301. Public Printer: appointment; bond**

2 The President of the United States shall nominate and, by and with  
3 the advice and consent of the Senate, appoint a suitable person, who  
4 must be a practical printer and versed in the art of bookbinding, to  
5 take charge of and manage the Government Printing Office. His title  
6 shall be Public Printer. He shall give bond approved by the Secretary  
7 of the Treasury in the sum of \$25,000 for the faithful performance of  
8 the duties of his office.

**9 § 302. Deputy Public Printer: appointment; duties**

10 The Public Printer shall appoint a suitable person, who must be  
11 a practical printer and versed in the art of bookbinding, to be the  
12 Deputy Public Printer. He shall perform the duties formerly required  
13 of the chief clerk, supervise the buildings occupied by the Government  
14 Printing Office, and perform any other duties required of him by the  
15 Public Printer.

**16 § 303. Public Printer and Deputy Public Printer: compensation**

17 The compensation of the Public Printer is at the rate of \$28,750  
18 per annum, and the compensation of the Deputy Public Printer is at  
19 the rate of \$27,500 per annum.

**20 § 304. Public Printer: vacancy in office**

21 In case of the death, resignation, absence, or sickness of the Public  
22 Printer, the Deputy Public Printer shall perform the duties of the  
23 Public Printer until a successor is appointed or his absence or sickness  
24 ceases; but the President may direct any other officer of the Govern-  
25 ment, whose appointment is vested in the President by and with the  
26 advice and consent of the Senate, to perform the duties of the vacant  
27 office until a successor is appointed, or the sickness or absence of the  
28 Public Printer ceases. A vacancy occasioned by death or resignation  
29 may not be filled temporarily under this section for longer than  
30 ten days, and a temporary appointment, designation, or assign-  
31 ment of another officer may not be made except to fill a vacancy hap-  
32 pening during a recess of the Senate.

**33 § 305. Public Printer: employees; pay**

34 The Public Printer may employ journeymen, apprentices, laborers,  
35 and other persons necessary for the work of the Government Printing  
36 Office at rates of wages and salaries, including compensation for night  
37 and overtime work, he considers for the interest of the Government

1 and just to the persons employed, except as otherwise provided by  
2 this section. He may not employ more persons than the necessities of  
3 the public work require nor more than two hundred apprentices  
4 at one time. The minimum pay of journeymen printers, pressmen,  
5 and bookbinders employed in the Government Printing Office shall  
6 be at the rate of 90 cents an hour for the time actually employed. Ex-  
7 cept as provided by the preceding part of this section the rate of  
8 wages, including compensation for night and overtime work, for  
9 more than ten employees of the same occupation shall be determined  
10 by a conference between the Public Printer and a committee selected  
11 by the trades affected, and the rates and compensation so agreed upon  
12 shall become effective upon approval by the Joint Committee on Print-  
13 ing. When the Public Printer and the committee representing a trade  
14 fail to agree as to wages, salaries, and compensation, either party may  
15 appeal to the Joint Committee on Printing, and the decision of the  
16 Joint Committee is final. The wages, salaries, and compensation so  
17 determined are not subject to change oftener than once a year.

18 **§ 306. Public Printer: employment of skilled workmen; trial of**  
19 **skill**

20 The Public Printer shall employ workmen who are thoroughly  
21 skilled in their respective branches of industry, as shown by trial of  
22 their skill under his direction.

23 **§ 307. Public Printer: night work**

24 The Public Printer shall cause the public printing in the Govern-  
25 ment Printing Office to be done at night as well as through the day,  
26 when the exigencies of the public service require it.

27 **§ 308. Disbursing officer; continuation and settlement of ac-**  
28 **counts during vacancy in office; responsibility for ac-**  
29 **counts; disbursements for Superintendent of Documents**

30 (a) Upon the death, resignation, or separation from office of the  
31 disbursing officer of the Government Printing Office, his accounts may  
32 be continued, and payments and collections may be made in his name,  
33 by the deputy disbursing officer or officers designated by the Public  
34 Printer, for a period of time not to extend beyond the last day of the  
35 second month following the month in which his death, resignation, or  
36 separation occurred. Accounts and payments shall be allowed, audited,  
37 and settled, and checks signed in the name of the former disbursing  
38 officer by a deputy disbursing officer shall be honored in the same  
39 manner as if the former disbursing officer had continued in office.

40 (b) A former disbursing officer of the Government Printing Office,



1 his estate, or the surety on his official bond, may not be subject to any  
2 legal liability or penalty for the official accounts or defaults of a  
3 deputy disbursing officer acting in the name or in the place of the  
4 former disbursing officer. Each deputy disbursing officer is responsible  
5 for accounts entrusted to him under subsection (a) of this section, and  
6 the deputy disbursing officer and the sureties upon his bond are liable  
7 for any default occurring during his service under subsection (a) of  
8 this section.

9 (c) Disbursements on account of salaries or other expenses of the  
10 office of the Superintendent of Documents shall be made by the dis-  
11 burser officer of the Government Printing Office, and a statement  
12 included in the Public Printer's annual report for each fiscal year.

13 **§ 309. Revolving fund for operation and maintenance of Govern-**  
14 **ment Printing Office: capitalization; reimbursements**  
15 **and credits; accounting and budgeting; reports**

16 (a) The revolving fund of \$1,000,000 established July 1, 1953, is  
17 available without fiscal year limitation, for—

18 the operation and maintenance of the Government Printing  
19 Office, except the Office of Superintendent of Documents, includ-  
20 ing rental of buildings;

21 attendance at meetings not to exceed \$3,000 in any fiscal year;

22 maintenance and operation of the emergency room;

23 uniforms, or allowances therefor, as authorized by section 5901  
24 of Title 5;

25 boots, coats, and gloves;

26 repairs and minor alterations to buildings; and

27 expenses authorized in writing by the Joint Committee on  
28 Printing for inspection of Government printing activities.

29 In addition, the Public Printer shall provide capital for the fund by  
30 capitalizing, at fair and reasonable values as jointly determined by  
31 him and the Comptroller General, the current inventories, plant, and  
32 building appurtenances, except building structures and land, equip-  
33 ment, and other assets of the Government Printing Office.

34 (b) The fund shall be:

35 (1) reimbursed for the cost of all services and supplies fur-  
36 nished, including those furnished other appropriations of the  
37 Government Printing Office, at rates which include charges for  
38 overhead and related expenses, depreciation of plant and building  
39 appurtenances, except building structures and land, and equip-  
40 ment, and accrued leave;

1 (2) credited with all receipts including sales of Government  
2 publications, waste, condemned, and surplus property and with  
3 payments received for losses or damage to property; and

4 (3) charged with payment into miscellaneous receipts of the  
5 Treasury of that part of the receipts from the sales of Govern-  
6 ment publications required by law.

7 (c) An adequate system of accounts for the fund shall be main-  
8 tained on the accrual method, and financial reports prepared on the  
9 basis of the accounts. The Public Printer shall prepare and submit  
10 an annual business-type budget program for the operations under  
11 this fund. The General Accounting Office shall audit the activities  
12 of the Government Printing Office and furnish an audit report an-  
13 nually to the Congress and the Public Printer. For these purposes  
14 the Comptroller General shall have such access to the records, files,  
15 personnel, and facilities of the Government Printing Office as he  
16 considers necessary.

17 (d) Commencing with the fiscal year 1969, the annual business-  
18 type budget for the fund shall be considered and enacted as pre-  
19 scribed by section 849 of title 31.

20 **§ 310. Payments for printing, binding, blank paper, and supplies**

21 An executive department or independent establishment of the Gov-  
22 ernment ordering printing and binding or blank paper and supplies  
23 from the Government Printing Office shall pay promptly by check  
24 to the Public Printer upon his written request, either in advance or  
25 upon completion of the work, all or part of the estimated or actual  
26 cost, as the case may be, and bills rendered by the Public Printer are  
27 not subject to audit or certification in advance of payment. Adjust-  
28 ments on the basis of the actual cost of delivered work paid for in  
29 advance shall be made monthly or quarterly and as may be agreed by  
30 the Public Printer and the department or establishment concerned.

31 **§ 311. Purchases exempt from the Federal Property and Adminis-**  
32 **trative Services Act**

33 Purchases may be made from appropriations under the "Govern-  
34 ment Printing Office" without reference to the Federal Property and  
35 Administrative Services Act, approved June 30, 1949, as amended,  
36 concerning purchases for the Federal Government.

37 **§ 312. Machinery, material, equipment, or supplies from other**  
38 **Government agencies**

39 An officer of the Government having machinery, material, equip-  
40 ment, or supplies for printing, binding, and blank-book work, includ-

1 ing lithography, photolithography, and other processes of reproduc-  
2 tion, no longer required or authorized for his service, shall submit a  
3 detailed report of them to the Public Printer. The Public Printer,  
4 with the approval of the Joint Committee on Printing, may requisition  
5 such articles as are serviceable in the Government Printing Office, and  
6 they shall be promptly delivered to that office.

7 **§ 313. Examining boards: paper; bindery materials; machinery**

8 The Deputy Public Printer, the superintendent of printing, and a  
9 person designated by the Joint Committee on Printing, shall con-  
10 stitute a board to examine and report in writing on paper delivered  
11 under contract, or by purchase or otherwise, at the Government Print-  
12 ing Office.

13 The Deputy Public Printer, the superintendent of binding, and a  
14 person designated by the Joint Committee on Printing shall constitute  
15 a board to examine and report in writing on material, except paper, for  
16 the use of the bindery.

17 The Deputy Public Printer, the superintendent of printing, and a  
18 person designated by the Joint Committee on Printing shall con-  
19 stitute a board of condemnation, who, upon the call of the Public  
20 Printer, shall determine the condition of presses and other machinery  
21 and material used in the Government Printing Office, with a view to  
22 condemnation.

23 **§ 314. Inks, glues, and other supplies furnished to other Govern-**  
24 **ment agencies: payment**

25 Inks, glues, and other supplies manufactured by the Government  
26 Printing Office in connection with its work may be furnished to depart-  
27 ments and other establishments of the Government upon requisition,  
28 and payment made from appropriations available.

29 **§ 315. Branches of Government Printing Office; limitations**

30 Money appropriated by any Act may not be used for maintaining  
31 more than one branch of the Government Printing Office in any one  
32 building occupied by an executive department of the Government, and  
33 a branch of the Government Printing Office may not be established  
34 unless specifically authorized by law.

35 **§ 316. Detail of employees of Government Printing Office to other**  
36 **Government establishments**

37 An employee of the Government Printing Office may not be detailed  
38 to duties not pertaining to the work of public printing and binding  
39 in an executive department or other Government establishment unless  
40 expressly authorized by law.

1     **CHAPTER 5—PRODUCTION AND PROCUREMENT OF**  
2     **PRINTING AND BINDING**

Sec.

501. Government printing, binding, and blank-book work to be done at Government Printing Office.

502. Procurement of printing, binding, and blank-book work by Public Printer.

503. Printing in veterans' hospitals.

504. Direct purchase of printing, binding, and blank-book work by Government agencies.

505. Sale of duplicate plates; copyright.

506. Time for printing documents or reports which include illustrations or maps.

507. Orders for printing to be acted upon within one year.

508. Annual estimates of quantity of paper required for public printing and binding.

509. Standards of paper; advertisements for proposals; samples.

510. Specifications in advertisements for paper.

511. Opening bids; bonds.

512. Approval of paper contracts; time for performance; bonds.

513. Comparison of paper and envelopes with standard quality.

514. Determination of quality of paper.

515. Default of contractor; new contracts and purchase in open market.

516. Liability of defaulting contractor.

517. Purchase of paper in open market.

3     **§ 501. Government printing, binding, and blank-book work to be**  
4     **done at Government Printing Office**

5     All printing, binding, and blank-book work for Congress, the Execu-  
6     tive Office, the Judiciary, other than the Supreme Court of the United  
7     States, and every executive department, independent office and estab-  
8     lishment of the Government, shall be done at the Government Printing  
9     Office, except—

10       (1) classes of work the Joint Committee on Printing considers  
11       to be urgent or necessary to have done elsewhere; and

12       (2) printing in field printing plants operated by an executive  
13       department, independent office or establishment, and the procure-  
14       ment of printing by an executive department, independent office  
15       or establishment from allotments for contract field printing, if  
16       approved by the Joint Committee on Printing.

17     Printing or binding may be done at the Government Printing Office  
18     only when authorized by law.

19     **§ 502. Procurement of printing, binding, and blank-book work by**  
20     **Public Printer**

21     Printing, binding, and blank-book work authorized by law, which  
22     the Public Printer is not able or equipped to do at the Government  
23     Printing Office, may be produced elsewhere under contracts made by  
24     him with the approval of the Joint Committee on Printing.

25     **§ 503. Printing in veterans' hospitals**

26     Notwithstanding section 501 of this title, the Administrator of  
27     Veterans' Affairs may utilize the printing and binding equipment

1 that the various hospitals and homes of the Veterans' Administration  
2 use for occupational therapy, for printing and binding which he  
3 finds advisable for the use of the Veterans' Administration.

4 **§ 504. Direct purchase of printing, binding, and blank-book work**  
5 **by Government agencies**

6 The Joint Committee on Printing may permit the Public Printer to  
7 authorize an executive department, independent office, or establish-  
8 ment of the Government to purchase direct for its use such printing,  
9 binding, and blank-book work, otherwise authorized by law, as the  
10 Government Printing Office is not able or suitably equipped to execute  
11 or as may be more economically or in the better interest of the Govern-  
12 ment executed elsewhere.

13 **§ 505. Sale of duplicate plates; copyright**

14 The Public Printer shall sell, under regulations of the Joint Com-  
15 mittee on Printing, to persons who may apply, additional or duplicate  
16 stereotype or electrotypes plates from which a Government publication  
17 is printed, at a price not to exceed the cost of composition, the metal,  
18 and making to the Government, plus 10 percent, and the full amount  
19 of the price shall be paid when the order is filed. A publication re-  
20 printed from these plates and other Government publications may not  
21 be copyrighted.

22 **§ 506. Time for printing documents or reports which include illus-**  
23 **trations or maps**

24 A document or report to be illustrated or accompanied by maps  
25 may not be printed by the Public Printer until the illustrations or  
26 maps designed for it are ready for publication.

27 **§ 507. Orders for printing to be acted upon within one year**

28 An order for public printing may not be acted upon by the Public  
29 Printer after the expiration of one year unless the entire copy and  
30 illustrations for the work have been furnished within that period.

31 **§ 508. Annual estimates of quantity of paper required for public**  
32 **printing and binding**

33 At the beginning of each session of Congress, the Public Printer  
34 shall submit to the Joint Committee on Printing estimates of the  
35 quantity of paper of all descriptions required for the public printing  
36 and binding during the ensuing year.

37 **§ 509. Standards of paper; advertisements for proposals; samples**

38 The Joint Committee on Printing shall fix upon standards of paper  
39 for the different descriptions of public printing and binding, and the  
40 Public Printer, under their direction, shall advertise in six newspapers

1 or trade journals, published in different cities, for sealed proposals  
2 to furnish the Government with paper, as specified in the schedule to  
3 be furnished applicants by the Public Printer, setting forth in detail  
4 the quality and quantities required for the public printing. The Public  
5 Printer shall furnish samples of the standard of papers fixed upon to  
6 applicants who desire to bid.

7 **§ 510. Specifications in advertisements for paper**

8 The advertisements for proposals shall specify the minimum portion  
9 of each quality of paper required for either three months, six months,  
10 or one year, as the Joint Committee on Printing determines; but when  
11 the minimum portion so specified exceeds, in any case, one thousand  
12 reams, it shall state that proposals will be received for one thousand  
13 reams or more.

14 **§ 511. Opening bids; bonds**

15 The sealed proposals to furnish paper and envelopes shall be opened  
16 in the presence of the Joint Committee on Printing who shall award  
17 the contracts to the lowest and best bidder for the interest of the Gov-  
18 ernment. The committee may not consider a proposal that is not accom-  
19 panied by a bond with security or certified check in the amount of  
20 \$5,000, guaranteeing that the bidder if his proposal is accepted, will  
21 enter into a formal contract with the United States to furnish the  
22 paper or envelopes specified. The Committee may not consider a pro-  
23 posal from a person unknown to it unless accompanied by satisfactory  
24 evidence that he is a manufacturer of or dealer in the description of  
25 paper or envelopes proposed to be furnished.

26 **§ 512. Approval of paper contracts; time for performance; bonds**

27 A contract for furnishing paper is not valid until approved by the  
28 Joint Committee on Printing. The award of a contract for furnishing  
29 paper shall designate a reasonable time for its performance. The  
30 contractor shall give bond in an amount fixed and approved by the  
31 Committee.

32 **§ 513. Comparison of paper and envelopes with standard quality**

33 The Public Printer shall compare every lot of paper and envelopes  
34 delivered by a contractor with the standard of quality fixed upon by  
35 the Joint Committee on Printing, and may not accept paper or enve-  
36 lopes which do not conform to it in every particular. A lot of delivered  
37 paper or envelopes which does not conform to the standard of quality  
38 may be accepted by the Committee at a discount that in its opinion is  
39 sufficient to protect the interests of the Government.

1 **§ 514. Determination of quality of paper**

2 The Joint Committee on Printing shall determine differences of  
 3 opinion between the Public Printer and a contractor for paper  
 4 respecting the paper's quality; and the decision of the Committee is  
 5 final as to the United States.

6 **§ 515. Default of contractor; new contracts and purchase in open**  
 7 **market**

8 If a contractor fails to comply with his contract, the Public Printer  
 9 shall report the default to the Joint Committee on Printing, and under  
 10 its direction, enter into a new contract with the lowest, best, and most  
 11 responsible bidder for the interest of the Government among those  
 12 whose proposals were rejected at the last opening of bids, or he shall  
 13 advertise for new proposals, under the regulations provided by sections  
 14 509-517 of this title. During the interval that may thus occur he may,  
 15 under the direction of the Joint Committee on Printing, purchase in  
 16 open market, at the lowest market price, paper necessary for the public  
 17 printing.

18 **§ 516. Liability of defaulting contractor**

19 Upon failure to furnish paper, a contractor and his sureties shall  
 20 be responsible for any increase of cost to the Government in procuring  
 21 a supply of the paper consequent upon his default. The Public Printer  
 22 shall report every default, with a full statement of all the facts in the  
 23 case, to the General Counsel for the Department of the Treasury, who  
 24 shall prosecute the defaulting contractor and his sureties upon their  
 25 bond in the district court of the United States in the district in which  
 26 the defaulting contractor resides.

27 **§ 517. Purchase of paper in open market**

28 The Joint Committee on Printing may authorize the Public Printer  
 29 to purchase paper in open market when they consider the quantity  
 30 required so small or the want so immediate as not to justify advertise-  
 31 ment for proposals.

32 **CHAPTER 7—CONGRESSIONAL PRINTING AND BINDING**

Sec.

701. "Usual number" of documents and reports; distribution of House and  
 Senate documents and reports; binding; reports on private bills; number  
 of copies printed; distribution.

702. Extra copies of documents and reports.

703. Printing extra copies.

704. Reprinting bills, laws, and reports from committees not exceeding fifty  
 pages.

705. Duplicate orders to print.

706. Bills and resolutions: number and distribution.

707. Bills and resolutions: style and form.

- 708. Bills and resolutions: binding sets for Congress.
- 709. Public and private laws, postal conventions, and treaties.
- 710. Copies of Acts furnished to Public Printer.
- 711. Printing Acts, joint resolutions, and treaties.
- 712. Printing of postal conventions.
- 713. Journals of Houses of Congress.
- 714. Printing documents for Congress in two or more editions; printing of full number and allotment of full quota.
- 715. Senate and House documents and reports for Department of State.
- 716. Printing of documents not provided for by law.
- 717. Appropriation chargeable for printing of document or report by order of Congress.
- 718. Lapse of authority to print.
- 719. Classification and numbering of publications ordered printed by Congress; designation of publications of departments; printing of committee hearings.
- 720. Senate and House Manuals.
- 721. Congressional Directory.
- 722. Congressional Directory: sale.
- 723. Memorial addresses: preparation; distribution.
- 724. Memorial addresses: illustrations.
- 725. Statement of appropriations; "usual number".
- 726. Printing for committees of Congress.
- 727. Committee reports: indexing and binding.
- 728. United States Statutes at Large: distribution.
- 729. United States Statutes at Large: references in margins.
- 730. Distribution of documents to Members of Congress.
- 731. Allotments of public documents printed after expiration of terms of Members of Congress; rights of retiring Members to documents.
- 732. Time for distribution of documents by Members of Congress extended.
- 733. Documents and reports ordered by Members of Congress; franks and envelopes for Members of Congress.
- 734. Stationery and blank books for Congress.
- 735. Binding for Members of Congress.
- 736. Binding at expense of Members of Congress.
- 737. Binding for Senate library.
- 738. Binding of publications for distribution to libraries.
- 739. Senate and House document rooms; superintendents.
- 740. Senate Service Department and House Publications Distribution Service; superintendents.
- 741. Disposition of documents stored at Capitol.

**§ 701. "Usual number" of documents and reports; distribution of House and Senate documents and reports; binding; reports on private bills; number of copies printed; distribution**

- (a) The order by either House of Congress to print a document or report shall signify the "usual number" of copies for binding and distribution among those entitled to receive them. A greater number may not be printed unless ordered by either House, or as provided by this section. When a special number of a document or report is ordered printed, the usual number shall also be printed, unless already ordered.
- (b) The "usual number" of documents and reports shall be one thousand six hundred and eighty-two copies, which shall be printed at one time and distributed as follows:



1 Of the House documents and reports, unbound—to the Senate docu-  
2 ment room, one hundred and fifty copies; to the office of the Secretary  
3 of the Senate, ten copies; to the House document room, not to exceed  
4 five hundred copies; to the office of the Clerk of the House of Repre-  
5 sentatives, twenty copies; to the Library of Congress, ten copies, as  
6 provided by section 1718 of this title.

7 Of the Senate documents and reports, unbound—to the Senate  
8 document room, two hundred and twenty copies; office of the Secretary  
9 of the Senate, ten copies; to the House document room, not to exceed  
10 five hundred copies; to the Clerk's office of the House of Representa-  
11 tives, ten copies; to the Library of Congress, ten copies, as provided  
12 by section 1718 of this title.

13 (c) Of the number printed, the Public Printer shall bind a suf-  
14 ficient number of copies for distribution as follows:

15 Of the House documents and reports, bound—to the Senate library,  
16 fifteen copies; to the Library of Congress, not to exceed one hundred  
17 and fifty copies, as provided by section 1718 of this title; to the House  
18 of Representatives library, fifteen copies; to the Superintendent of  
19 Documents, as many copies as are required for distribution to the  
20 State libraries and designated depositories.

21 Of the Senate documents and reports, bound—to the Senate library,  
22 fifteen copies; to the Library of Congress, copies as provided by  
23 sections 1718 and 1719 of this title; to the House of Representatives  
24 library, fifteen copies; to the Superintendent of Documents, as many  
25 copies as may be required for distribution to State libraries and desig-  
26 nated depositories. In binding documents the Public Printer shall give  
27 precedence to those that are to be distributed to libraries and to desig-  
28 nated depositories. But a State library or designated depository en-  
29 titled to documents that may prefer to have its documents in unbound  
30 form, may do so by notifying the Superintendent of Documents to  
31 that effect prior to the convening of each Congress.

32 (d) The usual number of reports on private bills, concurrent or  
33 simple resolutions, may not be printed. Instead there shall be printed  
34 of each Senate report on a private bill, simple or concurrent resolu-  
35 tion, in addition to those required to be furnished the Library of  
36 Congress, three hundred and forty-five copies, which shall be dis-  
37 tributed as follows: to the Senate document room, two hundred and  
38 twenty copies; to the Secretary of the Senate, fifteen copies; to the

1 House document room, one hundred copies; to the Superintendent of  
2 Documents, ten copies; and of each House report on a private bill,  
3 simple or concurrent resolution, in addition to those for the Library  
4 of Congress, two hundred and sixty copies, which shall be distributed  
5 as follows: to the Senate document room, one hundred and thirty-five  
6 copies; to the Secretary of the Senate, fifteen copies; to the House  
7 document room, one hundred copies; to the Superintendent of Docu-  
8 ments, ten copies.

9 This section does not prevent the binding of all Senate and House  
10 reports in the reserve volumes bound for and delivered to the Senate  
11 and House libraries, nor abridge the right of the Vice President,  
12 Senators, Representatives, Resident Commissioner, Secretary of the  
13 Senate, and Clerk of the House to have bound in half morocco, or  
14 material not more expensive, one copy of every public document to  
15 which he may be entitled. At least twelve copies of each report on bills  
16 for the payment or adjudication of claims against the Government  
17 shall be kept on file in the Senate document room.

18 **§ 702. Extra copies of documents and reports**

19 Copies in addition to the "usual number" of documents and reports  
20 shall be printed promptly when ready for publication, and may be  
21 bound in paper or cloth as the Joint Committee on Printing directs.

22 **§ 703. Printing extra copies**

23 Orders for printing copies in addition to the "usual number", other-  
24 wise than provided for by this section, shall be by simple, concurrent,  
25 or joint resolution. Either House may print extra copies to the amount  
26 of \$1,200 by simple resolution; if the cost exceeds that sum, the print-  
27 ing shall be ordered by concurrent resolution, unless the resolution is  
28 self-appropriating, when it shall be by joint resolution. Resolutions,  
29 when presented to either House, shall be referred to the Committee on  
30 House Administration of the House of Representatives or the Com-  
31 mittee on Rules and Administration of the Senate, who, in making  
32 their report, shall give the probable cost of the proposed printing  
33 upon the estimate of the Public Printer; and extra copies may not  
34 be printed before the committee has reported. The printing of addi-  
35 tional copies may be performed upon orders of the Joint Committee  
36 on Printing within a limit of \$700 in cost in any one instance.

37 **§ 704. Reprinting bills, laws, and reports from committees not**  
38 **exceeding fifty pages**

39 When the supply is exhausted, the Secretary of the Senate and the

1 Clerk of the House of Representatives may order the reprinting of  
2 not more than one thousand copies of a pending bill, resolution, or  
3 public law, not exceeding fifty pages, or a report from a committee  
4 or congressional commission on pending legislation not accompanied  
5 by testimony or exhibits or other appendices and not exceeding fifty  
6 pages. The Public Printer shall require each requisition for reprinting  
7 to cite the specific authority of law for its execution.

8 **§ 705. Duplicate orders to print**

9 The Public Printer shall examine the orders of the Senate and  
10 House of Representatives for printing, and in case of duplication shall  
11 print under the first order received.

12 **§ 706. Bills and resolutions: number and distribution**

13 There shall be printed of each Senate and House public bill and  
14 joint resolution six hundred and twenty-five copies, which shall be dis-  
15 tributed as follows:

16 to the Senate document room, two hundred and twenty-five  
17 copies;

18 to the office of Secretary of Senate, fifteen copies;

19 to the House document room, three hundred and eighty-five  
20 copies.

21 There shall be printed of each Senate private bill, when introduced,  
22 when reported, and when passed, three hundred copies, which shall  
23 be distributed as follows:

24 to the Senate document room, one hundred and seventy copies;

25 to the Secretary of the Senate, fifteen copies;

26 to the House document room, one hundred copies;

27 to the Superintendent of Documents, ten copies.

28 There shall be printed of each House private bill, when introduced,  
29 when reported, and when passed, two hundred and sixty copies, which  
30 shall be distributed as follows:

31 to the Senate document room, one hundred and thirty-five  
32 copies;

33 to the Secretary of the Senate, fifteen copies;

34 to the House document room, one hundred copies;

35 to the Superintendent of Documents, ten copies.

36 Bills and resolutions shall be printed in bill form, and, unless spe-  
37 cially ordered by either House shall be printed only when referred  
38 to a committee, when favorably reported back, and after their passage  
39 by either House.

1 Of concurrent and simple resolutions, when reported, and after their  
2 passage by either House, only two hundred and sixty copies shall be  
3 printed, except by special order, and shall be distributed as follows:

4 to the Senate document room, one hundred and thirty-five  
5 copies;

6 to the Secretary of the Senate, fifteen copies;

7 to the House document room, one hundred copies;

8 to the Superintendent of Documents, ten copies.

9 **§ 707. Bills and resolutions: style and form**

10 Subject to sections 205 and 206 of Title 1, the Joint Committee on  
11 Printing may authorize the printing of a bill or resolution, with index  
12 and ancillaries, in the style and form the Joint Committee on Printing  
13 considers most suitable in the interest of economy and efficiency, and  
14 to so continue until final enactment in both Houses of Congress. The  
15 committee may also curtail the number of copies of bills or resolu-  
16 tions, including the slip form of a public Act or public resolution.

17 **§ 708. Bills and resolutions: binding sets for Congress**

18 The Public Printer shall bind four sets of Senate and House of Rep-  
19 resentatives bills, joint and concurrent resolutions of each Congress,  
20 two for the Senate and two for the House, to be furnished him from  
21 the files of the Senate and House document room, the volumes when  
22 bound to be kept there for reference.

23 **§ 709. Public and private laws, postal conventions, and treaties**

24 The Public Printer shall print in slip form copies of public and  
25 private laws, postal conventions, and treaties, to be charged to the  
26 congressional allotment for printing and binding. The Joint Commit-  
27 tee on Printing shall control the number and distribution of copies.

28 **§ 710. Copies of Acts furnished to Public Printer**

29 The Administrator of General Services shall furnish to the Public  
30 Printer a copy of every Act and joint resolution, as soon as possible  
31 after its approval by the President, or after it has become a law under  
32 the Constitution without his approval.

33 **§ 711. Printing Acts, joint resolutions, and treaties**

34 The Public Printer, on receiving from the Administrator of General  
35 Services a copy of an Act or joint resolution, or from the Secretary of  
36 State, a copy of a treaty, shall print an accurate copy and  
37 transmit it in duplicate to the Administrator of General Services or to  
38 the Secretary of State, as the case may be, for revision. On the return  
39 of one of the revised duplicates, he shall make the marked corrections  
40 and print the number specified by section 709 of this title.

1   **§ 712. Printing of postal conventions**

2   , The Public Printer, on receiving from the Postmaster General a  
3   copy of a postal convention between the Postmaster General, on the  
4   part of the United States, and an equivalent officer of a foreign gov-  
5   ernment, shall print an accurate copy and transmit it in duplicate to  
6   the Postmaster General. On the return of one of the revised dupli-  
7   cates, he shall make the marked corrections and print the number  
8   specified by section 709 of this title.

9   **§ 713. Journals of Houses of Congress**

10   There shall be printed of the Journals of the Senate and House of  
11   Representatives eight hundred and twenty-two copies, which shall be  
12   distributed as follows:

13       to the Senate document room, ninety copies for distribution to  
14   Senators, and twenty-five additional copies;

15       to the Senate library, ten copies;

16       to the House document room, three hundred and sixty copies  
17   for distribution to Members, and twenty-five additional copies;

18       to the Department of State, four copies;

19       to the Superintendent of Documents, one hundred and forty-  
20   four copies to be distributed to three libraries in each of the States  
21   to be designated by the Superintendent of Documents;

22       to the Court of Claims, two copies; and

23       to the library of the House of Representatives, ten copies.

24   The remaining number of the Journals of the Senate and House of  
25   Representatives, consisting of twenty-five copies, shall be furnished to  
26   the Secretary of the Senate and the Clerk of the House of Repre-  
27   sentatives, respectively, as the necessities of their respective offices  
28   require, as rapidly as signatures are completed for distribution.

29   **§ 714. Printing documents for Congress in two or more editions;**

30       **printing of full number and allotment of full quota**

31   The Joint Committee on Printing shall establish rules to be observed  
32   by the Public Printer, by which public documents and reports printed  
33   for Congress, or either House, may be printed in two or more editions,  
34   to meet the public requirements. The aggregate of the editions may  
35   not exceed the number of copies otherwise authorized. This section  
36   does not prevent the printing of the full number of a document or  
37   report, or the allotment of the full quota to Senators and Representa-  
38   tives, as otherwise authorized, when a legitimate demand for the full  
39   complement is known to exist.

1   **§ 715. Senate and House documents and reports for Department**  
2       **of State**

3       The Public Printer shall print, in addition to the usual number,  
4       and furnish the Department of State twenty copies of each Senate  
5       and House of Representatives document and report.

6   **§ 716. Printing of documents not provided for by law**

7       Either House may order the printing of a document not already  
8       provided for by law, when accompanied by an estimate from the  
9       Public Printer as to the probable cost. An executive department, bu-  
10      reau, board, or independent office of the Government submitting re-  
11      ports or documents in response to inquiries from Congress shall in-  
12      clude an estimate of the probable cost of printing to the usual number.  
13      This section does not apply to reports or documents not exceeding  
14      fifty pages.

15   **§ 717. Appropriation chargeable for printing of document or re-**  
16       **port by order of Congress**

17      The cost of the printing of a document or report printed by order  
18      of Congress which, under section 1107 of this title, cannot be properly  
19      charged to another appropriation or allotment of appropriation  
20      already made, upon order of the Joint Committee on Printing, shall  
21      be charged to the allotment of appropriation for printing and binding  
22      for Congress.

23   **§ 718. Lapse of authority to print**

24      The authority to print a document or report, or a publication author-  
25      ized by law to be printed, for distribution by Congress, shall lapse  
26      when the whole number of copies has not been ordered within two  
27      years from the date of the original order, except orders for subsequent  
28      editions, approved by the Joint Committee on Printing, in which case  
29      the whole number may not exceed that originally authorized by law.

30   **§ 719. Classification and numbering of publications ordered**  
31       **printed by Congress; designation of publications of de-**  
32       **partments; printing of committee hearings**

33      Publications ordered printed by Congress, or either House, shall  
34      be in four series, namely:

35          one series of reports made by the committees of the Senate,  
36          to be known as Senate reports;

37          one series of reports made by the committees of the House of  
38          Representatives, to be known as House reports;

39          one series of documents other than reports of committees, the

1 orders for printing which originate in the Senate, to be known  
2 as Senate documents, and

3 one series of documents other than committee reports, the  
4 orders for printing which originate in the House of Representa-  
5 tives, to be known as House documents.

6 The publications in each series shall be consecutively numbered, the  
7 numbers in each series continuing in unbroken sequence throughout  
8 the entire term of a Congress, but these provisions do not apply  
9 to the documents printed for the use of the Senate in executive session.  
10 Of the "usual number", the copies which are intended for distribution  
11 to State libraries and other designated depositories of annual or  
12 serial publications originating in or prepared by an executive depart-  
13 ment, bureau, office, commission, or board may not be numbered in  
14 the document or report series of either House of Congress, but shall  
15 be designated by title and bound as provided by section 738 of this title;  
16 and the departmental edition, if any, shall be printed concurrently  
17 with the "usual number". Hearings of committees may be printed  
18 as congressional documents only when specifically ordered by Con-  
19 gress or either House.

#### 20 § 720. Senate and House Manuals

21 Each House may order printed as many copies as it desires, of the  
22 Senate Manual and of the Rules and Manual of the House of Repre-  
23 sentatives, even though the cost exceed \$500.

#### 24 § 721. Congressional Directory

25 There shall be prepared under the direction of the Joint Committee  
26 on Printing a Congressional Directory, of which there shall be three  
27 editions during each first session and two editions during each second  
28 regular session of Congress. The first edition shall be distributed to  
29 Senators, Representatives, the principal officers of Congress, and heads  
30 of departments on the first day of the session, and shall be ready for  
31 distribution to others within one week thereafter. The Joint Com-  
32 mittee shall control the number and distribution of the directory.  
33 Copies delivered to Senators and Representatives for distribution shall  
34 be bound in cloth.

#### 35 § 722. Congressional Directory: sale

36 The Public Printer, under the direction of the Joint Committee on  
37 Printing, may print the current Congressional Directory for sale at a  
38 price sufficient to reimburse the expense of printing. The money

1 derived from sales shall be paid into the Treasury and accounted for  
2 in his annual report to Congress, and sales may not be made on credit.

3 **§ 723. Memorial addresses: preparation; distribution**

4 After the final adjournment of each session of Congress, there shall  
5 be compiled, prepared, printed with illustrations, and bound in cloth  
6 in one volume, in the style, form, and manner directed by the Joint  
7 Committee on Printing, without extra compensation to any employee,  
8 the legislative proceedings of Congress and the exercises at the general  
9 memorial services held in the House of Representatives during each  
10 session relative to the death of a Member of Congress, together with  
11 all relevant memorial addresses and eulogies published in the Con-  
12 gressional Record during the same session of Congress, and any  
13 other matter the Joint Committee considers relevant; and there  
14 shall be printed as many copies as needed to supply the total quan-  
15 tity provided for by this section, of which fifty copies, bound in full  
16 morocco, with gilt edges, suitably lettered as may be requested, shall  
17 be delivered to the family of the deceased, and the remaining copies  
18 shall be distributed as follows:

19 of all eulogies on deceased Members of Congress to the Vice  
20 President and each Senator, Representative, and Resident Com-  
21 missioner in Congress, one copy;

22 of the eulogies on deceased Senators there shall be furnished  
23 two hundred and fifty copies for each Senator of the State repre-  
24 sented by the deceased and twenty copies for each Representa-  
25 tive from that State;

26 of the eulogies on a deceased Representative and Resident Com-  
27 missioner two hundred and fifty copies for his successor in office;  
28 twenty copies for each of the other Representatives, or Resident  
29 Commissioner of the State, or insular possession represented by  
30 the deceased; and twenty copies for each Senator from that State.

31 The "usual number" of memorial addresses may not be printed.

32 **§ 724. Memorial addresses: illustrations**

33 The illustrations to accompany bound copies of memorial addresses  
34 delivered in Congress shall be made at the Bureau of Engraving and  
35 Printing and paid for out of the appropriation for that bureau, or, in  
36 the discretion of the Joint Committee on Printing, shall be obtained  
37 elsewhere by the Public Printer and charged to the allotment for print-  
38 ing and binding for Congress.

39 **§ 725. Statement of appropriations; "usual number"**

40 Of the statements of appropriations required to be prepared by



1 section 105 of Title 2, there shall be printed, after the close of each  
2 regular session of Congress, the usual number of copies.

3 **§ 726. Printing for committees of Congress**

4 A committee of Congress may not procure the printing of more than  
5 one thousand copies of a hearing, or other document germane thereto,  
6 for its use except by simple, concurrent, or joint resolution, as provided  
7 by section 703 of this title.

8 **§ 727. Committee reports: indexing and binding**

9 The Secretary of the Senate and the Clerk of the House of Repre-  
10 sentatives shall procure and file for the use of their respective House  
11 copies of all reports made by committees, and at the close of each  
12 session of Congress shall have the reports indexed and bound, one  
13 copy to be deposited in the library of each House and one copy in the  
14 committee from which the report emanates.

15 **§ 728. United States Statutes at Large: distribution**

16 The Public Printer, after the final adjournment of each regular  
17 session of Congress, shall print and bind copies of the United States  
18 Statutes at Large, to be charged to the congressional allotment for  
19 printing and binding. The Joint Committee on Printing shall control  
20 the number and distribution of the copies.

21 The Public Printer shall print and, after the end of each calendar  
22 year, bind and deliver to the Superintendent of Documents a number  
23 of copies of the United States Treaties and Other International  
24 Agreements not exceeding the number of copies of the United States  
25 Statutes at Large required for distribution in the manner provided by  
26 law.

27 **§ 729. United States Statutes at Large: references in margins**

28 The Administrator of General Services shall include in the refer-  
29 ences in margins of the United States Statutes at Large the number of  
30 the bill or joint resolution (designating S. for Senate bill, H.R. for  
31 House bill, S.J. Res. for Senate joint resolution and H.J. Res. for  
32 House joint resolutions, as the case may be) under which each Act was  
33 approved and became a law, the reference in the margins to be placed  
34 within brackets immediately under the date of the approval of the  
35 Act at the beginning of each Act as printed beginning with Volume 32  
36 of the United States Statutes at Large.

37 **§ 730. Distribution of documents to Members of Congress**

38 When, in the division among Senators, and Representatives, of  
39 documents printed for the use of Congress there is an apportionment

1 to each or either House in round numbers, the Public Printer may not  
2 deliver the full number so accredited at the Senate Service Depart-  
3 ment and House of Representatives Publications Distribution Service,  
4 but only the largest multiple of the number constituting the full mem-  
5 bership of that House, including the Secretary and Sergeant at Arms  
6 of the Senate and Clerk, Sergeant at Arms, and Doorkeeper of the  
7 House, which is contained in the round numbers thus accredited to  
8 that House, so that the number delivered divides evenly and without  
9 remainder among the Members of the House to which they are de-  
10 livered; and the remainder of the documents thus resulting shall be  
11 turned over to the Superintendent of Documents, to be distributed by  
12 him, first, to public and school libraries for the purpose of completing  
13 broken sets; second, to public and school libraries that have not been  
14 supplied with any portions of the sets, and, lastly, by sale to other  
15 persons; the libraries to be named to him by Senators and Represent-  
16 atives; and in this distribution the Superintendent of Documents, as  
17 far as practicable, shall make an equal allowance to each Senator and  
18 Representative.

19 **§ 731. Allotments of public documents printed after expiration of**  
20 **terms of Members of Congress; rights of retiring Mem-**  
21 **bers to documents**

22 The Congressional allotment of public documents, other than the  
23 Congressional Record, printed after the expiration of the term of office  
24 of the Vice President of the United States, or Senator, Representative,  
25 or Resident Commissioner, shall be delivered to his successor in office.

26 Unless the Vice President of the United States, a Senator, Repre-  
27 sentative, or Resident Commissioner, having public documents to his  
28 credit at the expiration of his term of office takes them prior to the  
29 30th day of June next following the date of expiration, he shall forfeit  
30 them to his successor in office.

31 **§ 732. Time for distribution of documents by Members of Congress**  
32 **extended**

33 Reelected Members may distribute public documents to their credit,  
34 or the credit of their respective districts in the Interior or other De-  
35 partments and bureaus, and in the Government Printing Office, during  
36 their successive terms and until their right to frank documents ends.

37 **§ 733. Documents and reports ordered by Members of Congress;**  
38 **franks and envelopes for Members of Congress**

39 The Public Printer on order of a Member of Congress, on prepay-  
40 ment of the cost, may reprint documents and reports of committees

1 together with the evidence papers submitted, or any part ordered  
2 printed by the Congress.

3 He may also furnish without cost to Members and the Resident  
4 Commissioner from Puerto Rico, blank franks printed on sheets and  
5 perforated, or singly at their option, for public documents. Franks  
6 shall contain in the upper left-hand corner the following words: "Pub-  
7 lic document. Free. United States Senate" or "House of Representa-  
8 tives U.S." and in upper right-hand corner the letters "U. S. S." or  
9 "M. C." But he may not print any other words except where it is de-  
10 sirable to affix the official title of a document. Other words printed on  
11 franks shall be at the personal expense of the Member or Resident  
12 Commissioner ordering them.

13 At the request of a Member of Congress or Resident Commissioner  
14 the Public Printer may print upon franks or envelopes used for mail-  
15 ing public documents the facsimile signature of the Member or Resi-  
16 dent Commissioner and a special request for return if not called for,  
17 and the name of the State or Commonwealth and county and city. The  
18 Member or Resident Commissioner shall deposit with his order the  
19 extra expense involved in printing these additional words.

20 The Public Printer may also, at the request of a Member or Resident  
21 Commissioner, print on envelopes authorized to be furnished, the name  
22 of the Member or Resident Commissioner, and State or Common-  
23 wealth, the date, and the topic or subject matter, not exceeding twelve  
24 words.

25 The Public Printer shall deposit moneys accruing under this sec-  
26 tion in the Treasury of the United States to the credit of the appro-  
27 priation made for the working capital of the Government Printing  
28 Office for the year in which the work is done. He shall account for  
29 them in his annual report to Congress.

30 **§ 734. Stationery and blank books for Congress**

31 Upon requisition of the Secretary of the Senate and the Clerk of the  
32 House of Representatives, respectively, the Public Printer shall fur-  
33 nish stationery, blank books, tables, forms, and other necessary papers  
34 preparatory to congressional legislation, required for the official use of  
35 the Senate and the House of Representatives, or their committees and  
36 officers. This does not prevent the purchase by the officers of the Senate  
37 and House of Representatives of stationery and blank books necessary  
38 for sale to Senators and Members in the stationery rooms of the two  
39 Houses as provided by law.

1 **§ 735. Binding for Members of Congress**

2 Each Member of Congress is entitled to the binding in half morocco,  
3 or material not more expensive, of one copy of each public document  
4 to which he is entitled, an account of which shall be kept by the Secre-  
5 tary of the Senate and Clerk of the House of Representatives, respec-  
6 tively.

7 **§ 736. Binding at expense of Members of Congress**

8 The Public Printer may bind at the Government Printing Office  
9 books, maps, charts, or documents published by authority of Con-  
10 gress, upon application of a Member of Congress, and payment of the  
11 actual cost of binding.

12 **§ 737. Binding for Senate library**

13 The Secretary of the Senate may make requisition upon the Public  
14 Printer for the binding for the Senate library of books he considers  
15 necessary, at a cost not to exceed \$200 per year.

16 **§ 738. Binding of publications for distribution to libraries**

17 The Public Printer shall supply the Superintendent of Documents  
18 with sufficient copies of publications distributed in unbound form, to  
19 be bound and distributed to the State libraries and other designated  
20 depositories for their permanent files. Every publication of sufficient  
21 size on any one subject shall be bound separately and receive the title  
22 suggested by the subject of the volume, and the others shall be dis-  
23 tributed in unbound form as soon as printed. The library edition, as  
24 well as all other bound sets of congressional numbered documents and  
25 reports, shall be arranged in volumes and bound in the manner directed  
26 by the Joint Committee on Printing.

27 **§ 739. Senate and House document rooms; superintendents**

28 There shall be one document room of the Senate and one of the  
29 House of Representatives, to be designated, respectively, the "Senate  
30 and House document room." Each shall be in charge of a superintend-  
31 ent, who shall be appointed by the Secretary of the Senate and the  
32 Doorkeeper of the House, respectively, together with the necessary  
33 assistants. The Senate document room shall be under the jurisdiction  
34 of the Secretary of the Senate.

35 **§ 740. Senate Service Department and House Publications Distri-  
36 bution Service; superintendents**

37 There shall be a Senate Service Department and a House of Repre-  
38 sentatives Publications Distribution Service in the charge of superin-  
39 tendents, appointed respectively by the Sergeant at Arms of the Senate  
40 and Doorkeeper of the House, together with the necessary assistants.  
41 Reports or documents to be distributed for the Senators and Represent-

atives shall be folded and distributed from the Senate Service Department and House of Representatives Publications Distribution Service, unless otherwise ordered, and the respective superintendent shall notify each Senator and Representative in writing once every sixty days of the number and character of publications on hand and assigned to him for use and distribution.

**§ 741. Disposition of documents stored at Capitol**

The Secretary and Sergeant at Arms of the Senate and the Clerk and Doorkeeper of the House of Representatives, at the convening in regular session of each successive Congress shall cause an invoice to be made of public documents stored in and about the Capitol, other than those belonging to the quota of Members of Congress, to the Library of Congress and the Senate and House libraries and document rooms. The superintendents of the Senate Service Department and House of Representatives Publications Distribution Service shall put the documents to the credit of Senators and Representatives in quantities equal in the number of volumes and as nearly as possible in value, to each Member of Congress, and the documents shall be distributed upon the orders of Senators and Representatives, each of whom shall be supplied by the superintendents of the Senate Service Department and House of Representatives Publications Distribution Service with a list of the number and character of the publications thus put to his credit, but before apportionment is made copies of any of these documents desired for the use of a committee of either House shall be delivered to the chairman of the committee.

Four copies of leather-bound documents shall be reserved and carefully stored, to be used in supplying deficiencies in the Senate and House libraries caused by wear or loss.

**CHAPTER 9—CONGRESSIONAL RECORD**

Sec.

- 901. Congressional Record: arrangement, style, contents, and indexes.
- 902. Congressional Record: indexes.
- 903. Congressional Record: daily and permanent forms.
- 904. Congressional Record: maps; diagrams; illustrations.
- 905. Congressional Record: additional insertions.
- 906. Congressional Record: gratuitous copies; delivery; subscriptions.
- 907. Congressional Record: extracts for Members of Congress; mailing envelopes.
- 908. Congressional Record: payment for printing extracts or other documents.
- 909. Congressional Record: exchange for Parliamentary Hansard.
- 910. Congressional Record: sale of current numbers and bound sets.

**§ 901. Congressional Record: arrangement, style, contents, and indexes**

The Joint Committee on Printing shall control the arrangement and style of the Congressional Record, and while providing that it shall be

1 substantially a verbatim report of proceedings, shall take all needed  
2 action for the reduction of unnecessary bulk. It shall provide for the  
3 publication of an index of the Congressional Record semimonthly  
4 during and at the close of sessions of Congress.

5 **§ 902. Congressional Record: indexes**

6 The Joint Committee on Printing shall designate to the Public  
7 Printer competent persons to prepare the semimonthly and the session  
8 index to the Congressional Record and shall fix the compensation to be  
9 paid by the Public Printer for that work, and direct the form and man-  
10 ner of its publication and distribution.

11 **§ 903. Congressional Record: daily and permanent forms**

12 The public proceedings of each House of Congress as reported by  
13 the Official Reporters, shall be printed in the Congressional Record,  
14 which shall be issued in daily form during each session and shall be  
15 revised, printed, and bound promptly, as directed by the Joint Com-  
16 mittee on Printing, in permanent form, for distribution during and  
17 after the close of each session of Congress. The daily and the permanent  
18 Record shall bear the same date, which shall be that of the actual day's  
19 proceedings reported. The "usual number" of the Congressional Record  
20 may not be printed.

21 **§ 904. Congressional Record: maps; diagrams; illustrations**

22 Maps, diagrams, or illustrations may not be inserted in the Record  
23 without the approval of the Joint Committee on Printing.

24 **§ 905. Congressional Record: additional insertions**

25 The Joint Committee on Printing shall provide for printing in the  
26 daily Record the legislative program for the day together with a list  
27 of congressional committee meetings and hearings, and the place of  
28 meeting and subject matter. It shall cause a brief résumé of congres-  
29 sional activities for the previous day to be incorporated in the Record,  
30 together with an index of its contents prepared under the supervision  
31 of the Secretary of the Senate and the Clerk of the House of Repre-  
32 sentatives, respectively.

33 **§ 906. Congressional Record: gratuitous copies; delivery; sub-  
34 scriptions**

35 The Public Printer shall furnish the Congressional Record only as  
36 follows:

37 of the bound edition—

38 to the Senate Service Department five copies for the Vice Presi-  
39 dent and each Senator;

1 to the Secretary and Sergeant at Arms of the Senate, each, two  
2 copies;  
3 to the Joint Committee on Printing not to exceed one hundred  
4 copies;  
5 to the House of Representatives Publications Distribution Serv-  
6 ice, three copies for each Representative and Resident Commis-  
7 sioner in Congress; and  
8 to the Clerk, Sergeant at Arms, and Doorkeeper of the House  
9 of Representatives, each, two copies;  
10 of the daily edition—  
11 to the Vice President and each Senator, one hundred copies;  
12 to the Secretary and Sergeant at Arms of the Senate, each,  
13 twenty-five copies;  
14 to the Secretary, for official use, not to exceed thirty-five copies;  
15 and  
16 to the Sergeant at Arms for use on the floor of the Senate, not  
17 to exceed fifty copies;  
18 to each Representative, and Resident Commissioner in Congress,  
19 sixty-eight copies;  
20 to the Clerk, Sergeant at Arms, and Doorkeeper of the House  
21 of Representatives, each, twenty-five copies;  
22 to the Clerk, for official use, not to exceed fifty copies, and to  
23 the Doorkeeper for use on the floor of the House of Representa-  
24 tives, not to exceed seventy-five copies;  
25 to the Vice President and each Senator, Representative, and  
26 Resident Commissioner in Congress (and not transferable) three  
27 copies of which one shall be delivered at his residence, one at his  
28 office, and one at the Capitol.  
29 In addition to the foregoing the Congressional Record shall also be  
30 furnished as follows:  
31 In unstitched form, and held in reserve by the Public Printer, as  
32 many copies of the daily Record as may be required to supply a semi-  
33 monthly edition, bound in paper cover together with each semimonthly  
34 index when it is issued, and then be delivered promptly as follows:  
35 to each committee and commission of Congress, one daily and one  
36 semimonthly copy;  
37 to each joint committee and joint commission in Congress, as may  
38 be designated by the Joint Committee on Printing, two copies of  
39 the daily, one semimonthly copy, and one bound copy;

1 to the Secretary and the Sergeant at Arms of the Senate, for  
2 office use, each, six semimonthly copies;  
3 to the Clerk, Sergeant at Arms, and Doorkeeper of the House,  
4 for office use, each, six semimonthly copies;  
5 to the Joint Committee on Printing, ten semimonthly copies;  
6 to the Vice President and each Senator, Representative, and  
7 Resident Commissioner in Congress, one semimonthly copy;  
8 to the President of the United States, for the use of the Execu-  
9 tive Office, ten copies of the daily, two semimonthly copies, and  
10 one bound copy;  
11 to the Chief Justice of the United States and each of the Asso-  
12 ciate Justices of the Supreme Court of the United States, one copy  
13 of the daily;  
14 to the offices of the marshal and clerk of the Supreme Court of  
15 the United States, each, two copies of the daily and one semi-  
16 monthly copy;  
17 to each United States circuit and district judge, and to the chief  
18 judge and each associate judge of the United States Court of  
19 Claims, the United States Court of Customs and Patent Appeals,  
20 the United States Customs Court, the Tax Court of the United  
21 States, and the United States Court of Military Appeals, upon  
22 request to a Member of Congress and notification by the Member  
23 to the Public Printer, one copy of the daily, in addition to those  
24 authorized to be furnished to Members of Congress under the  
25 preceding provisions of this section;  
26 to the offices of the Vice President and the Speaker of the House  
27 of Representatives, each, six copies of the daily and one semi-  
28 monthly copy;  
29 to the Sergeant at Arms, the Chaplain, the Postmaster, the  
30 superintendent and the foreman of the Senate Service Department  
31 and of the House of Representatives Publications Distribution  
32 Service, respectively; to the Secretaries to the Majority and the  
33 Minority of the Senate, and to the Doorkeeper of the House of  
34 Representatives, each, one copy of the daily;  
35 to the office of the Parliamentarian of the House of Represent-  
36 atives, six copies of the daily, one semimonthly copy, and two  
37 bound copies;  
38 to the offices of the Official Reporters of Debates of the Senate  
39 and House of Representatives, respectively, each, fifteen copies of  
40 the daily, one semimonthly copy, and three bound copies;



- 1 to the office of the stenographers to committees of the House of
- 2 Representatives, four copies of the daily and one semimonthly
- 3 copy;
- 4 to the office of the Congressional Record Index, ten copies of the
- 5 daily and two semimonthly copies;
- 6 to the offices of the superintendent of the Senate and House
- 7 document rooms, each, three copies of the daily, one semimonthly
- 8 copy, and one bound copy;
- 9 to the offices of the superintendents of the Senate and House
- 10 press galleries, each, two copies of the daily, one semimonthly
- 11 copy, and one bound copy;
- 12 to the offices of the Legislative Counsel of the Senate and House
- 13 of Representatives, respectively, and the Architect of the Capitol,
- 14 each, three copies of the daily, one semimonthly copy, and one
- 15 bound copy;
- 16 to the Library of Congress for official use in Washington, Dis-
- 17 trict of Columbia, and for international exchange, as provided by
- 18 sections 1718 and 1719 of this title, not to exceed one hundred
- 19 and forty-five copies of the daily, five semimonthly copies, and one
- 20 hundred and fifty bound copies;
- 21 to the library of the Senate, three copies of the daily, two semi-
- 22 monthly copies, and not to exceed fifteen bound copies;
- 23 to the library of the House of Representatives, five copies of the
- 24 daily, two semimonthly copies, and not to exceed twenty-eight
- 25 bound copies, of which eight copies may be bound in the style
- 26 and manner approved by the Joint Committee on Printing;
- 27 to the library of the Supreme Court of the United States, two
- 28 copies of the daily, two semimonthly copies, and not to exceed
- 29 five bound copies;
- 30 to the library of each United States Court of Appeals, each
- 31 United States District Court, the United States Court of Claims,
- 32 the United States Court of Customs and Patent Appeals, the
- 33 United States Customs Court, the Tax Court of the United States,
- 34 and the United States Court of Military Appeals, upon request to
- 35 the Public Printer, one bound copy;
- 36 to the Public Printer for official use, not to exceed seventy-five
- 37 copies of the daily, ten semimonthly copies, and two bound copies;
- 38 to the Director of the Botanic Garden, two copies of the daily
- 39 and one semimonthly copy;

1 to the Archivist of the United States, five copies of the daily,  
2 two semimonthly copies, and two bound copies;  
3 to the library of each executive department, independent office,  
4 and establishment of the Government in the District of Columbia,  
5 except those designated as depository libraries, and to the li-  
6 braries of the municipal government of the District of Columbia,  
7 the Naval Observatory, and the Smithsonian Institution, each,  
8 two copies of the daily, one semimonthly copy, and one bound  
9 copy;  
10 to the offices of the Governors of Puerto Rico, Guam and the  
11 Virgin Islands, each, five copies in both daily and bound form;  
12 to the office of the Governor of the Canal Zone, five copies in  
13 both daily and bound form;  
14 to each ex-President and ex-Vice President of the United States,  
15 one copy of the daily;  
16 to each former Senator, Representative, and Commissioner from  
17 Puerto Rico, upon request to the Public Printer, one copy of the  
18 daily;  
19 to the governor of each State, one copy in both daily and bound  
20 form;  
21 to the United States Soldiers' Home and to each of the National  
22 Homes for Disabled Volunteer Soldiers, and to each of the State  
23 soldiers' homes, one copy of the daily;  
24 to the Superintendent of Documents, as many daily and bound  
25 copies as may be required for distribution to depository libraries;  
26 to the Department of State, not to exceed one hundred and fifty  
27 copies of the daily, for distribution to each United States embassy  
28 and legation abroad, and to the principal consular offices in the  
29 discretion of the Secretary of State;  
30 to each foreign legation in Washington whose government ex-  
31 tends a like courtesy to our embassies and legations abroad, one  
32 copy of the daily, to be furnished upon requisition of and sent  
33 through the Secretary of State;  
34 to each newspaper correspondent whose name appears in the  
35 Congressional Directory, and who makes application, for his per-  
36 sonal use and that of the papers he represents, one copy of the  
37 daily and one copy of the bound, the same to be sent to the office  
38 address of the member of the press or elsewhere as he directs; not  
39 to exceed four copies in all may be furnished to members of the  
40 same press bureau.

1 Copies of the daily edition, unless otherwise directed by the Joint  
2 Committee on Printing, shall be supplied and delivered promptly on  
3 the day after the actual day's proceedings as originally published. Each  
4 order for the daily Record shall begin with the current issue, if pre-  
5 vious issues of the same session are not available. The apportionment  
6 specified for daily copies may not be transferred for the bound form  
7 and an allotment of daily copies not used by a Member during a session  
8 shall lapse when the session ends.

9 The Public Printer may furnish the daily Record to subscribers at  
10 \$1.50 per month, payable in advance.

11 **§ 907. Congressional Record: extracts for Members of Congress;**  
12 **mailing envelopes**

13 The Public Printer may print and deliver, upon the order of a Mem-  
14 ber of Congress and payment of the cost, extracts from the  
15 Congressional Record. The Public Printer may furnish without  
16 cost to Members and the Resident Commissioner, envelopes, ready for  
17 mailing the Congressional Record or any part of it, or speeches, or  
18 reports in it. Envelopes so furnished shall contain in the upper left-  
19 hand corner the following words: "United States Senate" or "House  
20 of Representatives, U.S. Part of Congressional Record. Free", and in  
21 the upper right-hand corner the letters "U.S.S." or "M.C.", and the  
22 Public Printer may, at the request of a Member or Resident Commis-  
23 sioner, print in addition to the foregoing, his name and State or Com-  
24 monwealth, the date, and the topic or subject matter, not exceeding  
25 twelve words. He may not print any other words on envelopes, except  
26 at the personal expense of the Member or Resident Commissioner or-  
27 dering the envelopes, except to affix the official title of a document. The  
28 Public Printer shall deposit moneys accruing under this section in the  
29 Treasury of the United States to the credit of the appropriation made  
30 for the working capital of the Government Printing Office for the year  
31 in which the work is done, and accounted for in his annual report to  
32 Congress.

33 **§ 908. Congressional Record: payment for printing extracts or**  
34 **other documents**

35 If a Member or Resident Commissioner fails to pay the cost of print-  
36 ing extracts from the Congressional Record or other documents ordered  
37 by him to be printed, the Public Printer shall certify the amount due  
38 to the Sergeant at Arms of the House or the financial clerk of the  
39 Senate, as the case may be, who shall deduct from any salary due the  
40 delinquent the amount, or as much of it as the salary due may cover,

1 and pay the amount so obtained to the Public Printer, to be applied  
2 by him to the satisfaction of the indebtedness.

3 **§ 909. Congressional Record: exchange for Parliamentary**  
4 **Hansard**

5 The Librarian of Congress may furnish a copy of the daily and  
6 bound Congressional Record to the Undersecretary of State for Ex-  
7 ternal Affairs of Canada in exchange for a copy of the Parliamentary  
8 Hansard, and the Public Printer shall honor the requisition of the  
9 Librarian of Congress for it. The Parliamentary Hansard so received  
10 shall be the property of the Department of State.

11 **§ 910. Congressional Record: sale of current numbers and bound**  
12 **sets**

13 The Public Printer, under the direction of the Joint Committee, may  
14 print for sale, at a price sufficient to reimburse the expense of printing,  
15 the current numbers and bound sets of the Congressional Record. The  
16 money from sales shall be paid into the Treasury and accounted for in  
17 his annual report to Congress, and sales may not be made on credit.

18 **CHAPTER 11—EXECUTIVE AND JUDICIARY PRINTING**  
19 **AND BINDING**

Sec.

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1118. Documents beyond scope of ordinary departmental business.

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1120. Blanks and letterheads for judges and officers of courts.

1121. Paper and envelopes for Government agencies in the District of Columbia.

1122. Supplies for Government establishments.

1123. Binding materials; bookbinding for libraries.

1   **§ 1101. Printing and binding for the President**

2       The Public Printer shall execute such printing and binding for the  
3   President as he may order and make requisition for.

4   **§ 1102. Printing to be authorized by law and necessary to the**  
5       **public business, not in excess of appropriation, and on**  
6       **special requisition filed with the Public Printer**

7       (a) A head of an executive department, or of an independent  
8   agency or establishment of the Government may not cause to be  
9   printed, and the Public Printer may not print, a document or matter  
10  unless it is authorized by law and necessary to the public business.

11      (b) Printing may not be done for an executive department, inde-  
12   pendent agency or establishment in a fiscal year in excess of the amount  
13   of the appropriation.

14      (c) Printing may not be done without a special requisition signed  
15   by the chief of the department, independent agency or establishment  
16   and filed with the Public Printer.

17   **§ 1103. Certificate of necessity; estimate of cost**

18       When a department, the Supreme Court, the Court of Claims, or  
19   the Library of Congress requires printing or binding to be done, it  
20   shall certify that it is necessary for the public service. The Public  
21   Printer shall then furnish an estimate of cost by principal items,  
22   after which requisitions may be made upon him for the printing or  
23   binding by the head of the department, the Clerk of the Supreme  
24   Court, chief judge of the Court of Claims, or the Librarian of Con-  
25   gress, respectively. The Public Printer shall place the cost to the debit  
26   of the department in its annual appropriation for printing and  
27   binding.

28   **§ 1104. Restrictions on use of illustrations**

29       Appropriations made for printing and binding may not be used  
30   for an illustration, engraving, or photograph in a document or report  
31   ordered printed by Congress unless the order to print expressly au-  
32   thorizes it, nor in a document or report of an executive department,  
33   independent office or establishment of the Government until the head  
34   of the executive department or Government establishment certifies in a  
35   letter transmitting the report that the illustration, engraving, or  
36   photograph is necessary and relates entirely to the transaction of pub-  
37   lic business.

38   **§ 1105. Form and style of work for departments**

39       The Public Printer shall determine the form and style in which the  
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1 printing or binding ordered by a department is executed, and the ma-  
2 terial and the size of type used, having proper regard to economy,  
3 workmanship, and the purposes for which the work is needed.

4 **§ 1106. Inserting "compliments" forbidden**

5 A report, document, or publication distributed by or from an execu-  
6 tive department or independent agency or establishment of the Gov-  
7 ernment may not contain a notice that it is sent with "the compli-  
8 ments" of an officer of the Government, or with a special notice that it  
9 is so sent, except that notice that it has been sent, with a request for an  
10 acknowledgment of its receipt, may be given.

11 **§ 1107. Appropriations chargeable for printing and binding of**  
12 **documents or reports**

13 The cost of printing and binding of documents or reports emanating  
14 from executive departments, independent agencies or establishments  
15 of the Government which, before March 30, 1906, was charged to  
16 appropriations for congressional printing and binding or to appropria-  
17 tions other than to executive departments, independent agencies or  
18 establishments, shall be charged as follows:

19 (1) the cost of illustrations, composition, stereotyping, and  
20 other work involved in the actual preparation for printing, apart  
21 from the creation of the manuscript, to the appropriation for  
22 printing and binding of the agency in which the document or  
23 report originates.

24 (2) the balance of cost, to congressional printing and binding  
25 appropriations or to appropriations for printing and binding of  
26 the executive departments, independent agencies or establish-  
27 ments in proportion to the number of copies delivered to each.

28 (3) the cost of copies distributed other than through Congress  
29 or executive agencies or independent offices, as otherwise provided.

30 **§ 1108. Bureau of Budget approval required for printing of**  
31 **periodicals; number printed; sale to public**

32 The head of an executive department, independent agency or estab-  
33 lishment of the Government, with the approval of the Director of the  
34 Bureau of the Budget, may use from the appropriations available for  
35 printing and binding such sums as are necessary for the printing of  
36 journals, magazines, periodicals, and similar publications he certifies  
37 in writing to be necessary in the transaction of the public business  
38 required by law of the department, office, or establishment. There may  
39 be printed, in addition to those necessary for the public business, not to  
40 exceed two thousand copies for free distribution by the issuing depart-

1 ment, office, or establishment. The Public Printer, subject to regulation  
2 by the Joint Committee on Printing, shall print additional copies re-  
3 quired for sale to the public by the Superintendent of Documents; but  
4 the printing of these additional copies may not interfere with the  
5 prompt execution of printing for the Government.

6 **§ 1109. Printing documents in two or more editions; full number**  
7 **and allotment of full quota**

8 The number of copies of a public document or report authorized to  
9 be printed for an executive department, independent agency, or es-  
10 tablishment of the Government may be supplied in two or more edi-  
11 tions, instead of one, upon a requisition on the Public Printer by the  
12 head of the department or independent office, but the aggregate of the  
13 editions may not exceed the number of copies otherwise authorized.  
14 This section does not preclude the printing of the full number of a  
15 document or report, or the allotment of the full quota to Senators and  
16 Representatives, as otherwise authorized, when a legitimate demand  
17 for the full complement is known to exist.

18 **§ 1110. Daily examination of Congressional Record for immediate**  
19 **ordering of documents for official use; limit; bills and**  
20 **resolutions**

21 The heads of executive departments, independent agencies and  
22 establishments, respectively, shall cause daily examination of the Con-  
23 gressional Record for the purpose of noting documents, reports, and  
24 other publications of interest to their departments, and shall cause  
25 an immediate order to be sent to the Public Printer for the number  
26 of copies of the publications required for official use, not to exceed,  
27 however, the number of bureaus in the department and divisions in  
28 the office of the head. The Public Printer shall send to each executive  
29 department, independent agency and establishment, as soon as printed,  
30 five copies of public bills and resolutions, except to the State Depart-  
31 ment, to which he shall send ten copies of bills and resolutions. When  
32 the head of a department, independent agency or establishment desires  
33 a greater number of a class of bills or resolutions for official use, the  
34 Public Printer shall furnish them on requisition promptly made.

35 **§ 1111. Annual reports: time for furnishing manuscript and**  
36 **proofs to Public Printer**

37 The appropriations made for printing and binding may not be used  
38 for an annual report or the accompanying documents unless the manu-  
39 script and proof is furnished to the Public Printer in the following  
40 manner:

1 manuscript of the documents accompanying annual reports on  
2 or before November 1, each year;  
3 manuscript of the annual report on or before November 15, each  
4 year;  
5 complete revised proofs of the accompanying documents on  
6 December 1, each year, and of the annual reports on December 10,  
7 each year.

8 Annual reports and accompanying documents shall be printed, made  
9 public, and available for distribution not later than within the first  
10 five days after the assembling of each regular session of Congress.

11 This section does not apply to the annual reports of the Smithsonian  
12 Institution, the Commissioner of Patents, the Comptroller of the  
13 Currency, or the Secretary of the Treasury.

14 **§ 1112. Annual reports: type for reports of executive officers**

15 The annual reports of executive officers shall be printed in the same  
16 type and form as the report of the head of the department which it  
17 accompanies, unless otherwise ordered by the Joint Committee on  
18 Printing.

19 **§ 1113. Annual reports: exclusion of irrelevant matter**

20 Executive officers, before transmitting their annual reports, shall  
21 carefully examine them and all accompanying documents, and exclude  
22 all matter, including engravings, maps, drawings, and illustrations,  
23 except such as they certify in their letters transmitting the reports are  
24 necessary and relate entirely to the transaction of the public business.

25 **§ 1114. Annual reports: number of copies for Congress**

26 One thousand copies of the annual reports of the departments to  
27 Congress shall be printed for the Senate, and two thousand for the  
28 House of Representatives.

29 The usual number only of the reports of the Chief of Engineers of  
30 the Army, the Commissioner of Patents, the Commissioner of Internal  
31 Revenue, the report of the Chief Signal Officer of the Department of  
32 the Army, and of the Chief of Ordnance shall be printed.

33 **§ 1115. Annual reports: time of delivery by Public Printer to**  
34 **Congress**

35 The annual reports of the Executive Departments and the accom-  
36 panying documents shall be delivered by the Public Printer to the  
37 proper officer of each House of Congress at its first meeting. Other  
38 reports of the Executive Departments shall be so delivered on or before  
39 the third Wednesday next after the meeting of Congress or as soon  
40 after as may be practicable.



1   **§ 1116. Annual reports: limitation on number of copies printed;**  
 2       **reports of bureau chiefs**

3       Not to exceed five thousand copies, bound in pamphlet form, of the  
 4       annual reports without appendices of a head of a department may be  
 5       printed in a fiscal year. Not to exceed two thousand five hundred copies,  
 6       bound in pamphlet form, of the reports without appendices of a chief  
 7       of bureau may be printed in a fiscal year.

8       A head of department shall direct whether reports made to him by  
 9       a bureau chief and chief of division may be printed or not.

10   **§ 1117. Annual reports: discontinuance of printing of annual or**  
 11       **special reports to keep within appropriations**

12       In order to keep expenditures for printing and binding within ap-  
 13       propriations, heads of executive departments, independent offices and  
 14       establishments of the Government may discontinue the printing of  
 15       annual or special reports under their respective jurisdictions. When  
 16       the printing of reports is discontinued the original copy shall be kept  
 17       on file in the office of the heads of the respective departments,  
 18       independent offices or establishments for public inspection.

19   **§ 1118. Documents beyond scope of ordinary departmental busi-**  
 20       **ness**

21       A book or document not having to do with the ordinary business  
 22       transactions of the executive departments may not be printed on the  
 23       requisition of a department unless expressly authorized by Congress.

24   **§ 1119. Government publications as public property**

25       Government publications of a permanent nature furnished by au-  
 26       thority of law to officers other than Members of Congress of the United  
 27       States Government, for their official use, shall be stamped "Property  
 28       of the United States Government", and shall be preserved by them  
 29       and delivered to their successors in office as a part of the property of  
 30       the office.

31   **§ 1120. Blanks and letterheads for judges and officers of courts**

32       Blanks and letterheads for use by judges and other officials of the  
 33       United States courts, other than those required to be paid for by any  
 34       of these officers out of the emoluments of their offices, shall be printed  
 35       at the Government Printing Office upon forms prescribed by the De-  
 36       partment of Justice, and shall be distributed by it upon requisition.

37   **§ 1121. Paper and envelopes for Government agencies in the**  
 38       **District of Columbia**

39       The Public Printer may procure, under direction of the Joint Com-  
 40       mittee on Printing, as provided by sections 509-516 of this title, and

1 furnish on requisition, paper and envelopes (not including envelopes  
 2 printed in the course of manufacture) in common use by two or more  
 3 departments, establishments, or services of the Government in the  
 4 District of Columbia, and reimbursement shall be made to the Public  
 5 Printer from appropriations or funds available for the purpose. Paper  
 6 and envelopes so furnished by the Public Printer may not be procured  
 7 in any other manner.

8 **§ 1122. Supplies for Government establishments**

9 The Public Printer may procure and supply, on the requisition of  
 10 the head of an executive department, independent office or establish-  
 11 ment of the Government, complete manifold blanks, books, and forms  
 12 required in duplicating processes, and complete patented devices with  
 13 which to file money-order statements, or other uniform official papers,  
 14 and charge them to the allotment for printing and binding of the  
 15 department or Government establishment requiring them.

16 **§ 1123. Binding materials; bookbinding for libraries**

17 Binding for the departments of the Government shall be done in  
 18 plain sheep or cloth, except that record and account books may be  
 19 bound in Russia leather, sheep fleshers, and skivers, when authorized  
 20 by the head of a department. The libraries of the several departments,  
 21 the Library of Congress, the libraries of the Surgeon General's Office,  
 22 the Patent Office, and the Naval Observatory may have books for the  
 23 exclusive use of these libraries bound in half Turkey, or material no  
 24 more expensive.

25 **CHAPTER 13—PARTICULAR REPORTS AND DOCUMENTS**

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1301. Agriculture, Department of: report of Secretary.

1302. Agriculture, Department of: monthly crop report and other publications.

1303. American Historical Association: report.

1304. Army and Navy registers.

1305. Attorney General: opinions.

1306. Civil Service Commission: report.

1307. Environmental Science Service Administration: charts; sale and distribu-  
 tion.

1308. Coast Guard: annual report of the Commandant.

1309. Coast Guard: notices to mariners and other special publications.

1310. Commerce Department: navigation and weather information.

1311. Comptroller General: decisions.

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1313. Education, Commissioner of: report.

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1316. Fish and Wildlife Service: report of the Director.

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- 1324. Labor Statistics, Bureau of: bulletins.
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- 1342. Soil area surveys: reports; congressional allotments.
- 1343. Statistical Abstract of the United States.
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1 **§ 1301. Agriculture, Department of: report of Secretary**

2 The annual report of the Secretary of Agriculture shall be submitted  
3 and printed in two parts, as follows:

- 4 part 1, containing purely business and executive matter neces-  
5 sary for the Secretary to submit to the President and Congress;
- 6 part 2, reports from the different bureaus and divisions, and  
7 papers prepared by their special agents, accompanied by suitable  
8 illustrations as are, in the opinion of the Secretary, specially  
9 suited to interest and instruct the farmers of the country, and to  
10 include a general report of the operations of the department for  
11 their information.

12 In addition to the usual number, there shall be printed of part 1, one  
13 thousand copies for the Senate, two thousand copies for the House of  
14 Representatives, and three thousand copies for the Department of  
15 Agriculture; and of part 2, one hundred and ten thousand copies for  
16 the use of the Senate, three hundred and sixty thousand copies for  
17 the use of the House of Representatives, and thirty thousand copies for  
18 the use of the Department of Agriculture, the illustrations for part 2  
19 to be subject to the approval of the Secretary of Agriculture, and  
20 executed under the supervision of the Public Printer, in accordance  
21 with directions of the Joint Committee on Printing, and the title of  
22 each of the parts shall show that each part is complete in itself.

1   **§ 1302. Agriculture, Department of: monthly crop report and**  
2       **other publications**

3       The Secretary of Agriculture may cause to be printed the number of  
4   copies of the monthly crop report, and of other reports and bulletins  
5   of not more than one hundred octavo pages, he considers necessary.

6   **§ 1303. American Historical Association: report**

7       In addition to the usual number of the report of the American His-  
8   torical Association, five thousand five hundred copies shall be printed:  
9   one thousand for the Senate, two thousand for the House of Repre-  
10   sentatives, one thousand five hundred for distribution by the Associa-  
11   tion and the Smithsonian Institution, and one thousand copies for the  
12   use of the Association.

13   **§ 1304. Army and Navy registers**

14       In addition to the usual number of the registers of the Army and  
15   Navy, fifteen hundred copies of each shall be printed: five hundred  
16   for the Senate, and one thousand for the House of Representatives.

17   **§ 1305. Attorney General: opinions**

18       The Public Printer shall from time to time print an edition of one  
19   thousand copies of the opinions of the Attorney General, which shall  
20   be, as to size, quality of paper, printing, and binding, of uniform  
21   style and appearance, as nearly as practicable, with volume 8 of  
22   opinions, published in the year 1868. Each volume shall contain proper  
23   headnotes, a complete and full index, and such footnotes as the Attor-  
24   ney General approves. The volumes shall be distributed in the man-  
25   ner the Attorney General prescribes.

26   **§ 1306. Civil Service Commission: report**

27       In addition to the usual number of the report of the Civil Service  
28   Commission twenty-three thousand copies shall be printed: one thou-  
29   sand for the Senate, two thousand for the House of Representatives,  
30   and twenty thousand for distribution by the Civil Service Commis-  
31   sion.

32   **§ 1307. Environmental Science Service Administration: charts;**  
33       **sale and distribution**

34       (a) The charts published by the Environmental Science Service  
35   Administration shall be sold at cost of paper and printing as nearly as  
36   practicable. The price to the public shall include all expenses incurred  
37   in actual reproduction of the charts after the original cartography,  
38   such as photography, opaquing, platemaking, press time and bindery  
39   operations; the full postage rates, according to the rates for postal  
40   services used; and any additional cost factors considered appropriate

1 by the Secretary such as overhead and administrative expenses  
2 allocable to the production of the charts and related reference mate-  
3 rials. The costs of basic surveys and geodetic work done may not be  
4 included in the price of the charts and reference materials. The Secre-  
5 tary of Commerce shall publish the prices at which charts and ref-  
6 erence materials are sold to the public at least once each calendar year.

7 (b) There may not be free distribution of charts except to the de-  
8 partments and officers of the United States requiring them for public  
9 use; and a number of copies of each sheet, not to exceed three hundred,  
10 to be presented to such foreign governments, libraries, and scientific  
11 associations, and institutions of learning as the Secretary of Commerce  
12 directs; but on the order of Senators and Representatives not to ex-  
13 ceed one hundred copies to each may be distributed through the  
14 Environmental Science Service Administration.

15 **§ 1308. Coast Guard: annual report of the Commandant**

16 The Secretary of the Department of Transportation may authorize  
17 the printing of the annual report of the Commandant of the Coast  
18 Guard in such editions as the interests of the Government and of the  
19 public require.

20 **§ 1309. Coast Guard: notices to mariners and other special pub-  
21 lications**

22 The Secretary of the Department of Transportation may authorize  
23 the printing of notices to mariners and other special publications of  
24 the Coast Guard in such editions as the interests of the Government  
25 and of the public require.

26 **§ 1310. Commerce Department: navigation and weather infor-  
27 mation**

28 The Secretary of Commerce may cause to be printed the number of  
29 copies of tide tables, coast pilots, and other special publications relating  
30 to the Coast and Geodetic Survey, Weather Bureau maps, charts, bul-  
31 letins of not more than one hundred octavo pages, and minor reports  
32 of the Weather Bureau, he considers for the best interest of the  
33 Government.

34 **§ 1311. Comptroller General: decisions**

35 The Public Printer shall print not more than one volume each of  
36 the decisions and opinions of the Comptroller General, with such ex-  
37 planatory matter as he may furnish, and furnish ten copies for the  
38 use of each Member of Congress; two thousand copies to the Comp-  
39 troller General; and for distribution in the manner provided by sec-  
40 tion 7 of the Act of June 20, 1874 (18 Stat. 113), providing for the  
41 publication of the statutes, one-half the number therein mentioned.

1   **§ 1312. Director of Public Health of District of Columbia: report**

2       In addition to the usual number of the report of the Director of  
3   Public Health of the District of Columbia, one thousand five hundred  
4   copies shall be printed: one hundred for the Senate, three hundred and  
5   sixty for the House of Representatives, and one thousand and forty for  
6   the Director of Public Health.

7   **§ 1313. Education, Commissioner of: report**

8       In addition to the usual number of the report of the Commissioner  
9   of Education, thirty-five thousand copies shall be printed: five thou-  
10   sand for the Senate, ten thousand for the House of Representatives,  
11   and twenty thousand for distribution by the Commissioner of  
12   Education.

13   **§ 1314. Ephemeris and Nautical Almanac**

14       The "usual number" of copies of the American Ephemeris and  
15   Nautical Almanac may not be printed. Instead, there shall be printed  
16   and bound two thousand five hundred copies, uniform with the  
17   editions printed for the Department of the Navy, five hundred of  
18   which shall be for the use of the Senate, one thousand for the use of  
19   the House of Representatives, and one thousand for distribution or  
20   sale by the Department of the Navy. The Secretary of the Navy may  
21   cause to be published of the papers supplementary to the Ephemeris  
22   and Nautical Almanac, one thousand five hundred copies in addition  
23   to the usual number, one hundred copies for the Senate, four hundred  
24   for the House of Representatives, and one thousand for distribution  
25   or sale by the Department of the Navy. The Secretary of the Navy may  
26   cause additional copies of the Nautical Almanacs extracted from the  
27   Ephemeris, to be printed for the public service and for sale to naviga-  
28   tors and others. Moneys received from sales of the Ephemeris and of  
29   the Nautical Almanacs shall be deposited in the Treasury and placed  
30   to the credit of the general fund for public printing.

31   **§ 1315. Fish and Wildlife Service: bulletins**

32       In addition to the usual number of the bulletins of the Fish and  
33   Wildlife Service, five thousand copies shall be printed: one thousand  
34   for the Senate, two thousand for the House of Representatives, and  
35   two thousand for distribution by the Service.

36   **§ 1316. Fish and Wildlife Service: report of the Director**

37       In addition to the usual number of the report of the Director of the  
38   Fish and Wildlife Service, eight thousand copies shall be printed:  
39   two thousand for the Senate, four thousand for the House of Repre-  
40   sentatives, and two thousand for distribution by the Service.

1   **§ 1317. Foreign Relations**

2       In addition to the usual number of Foreign Relations, three thou-  
3   sand copies of each shall be printed: one thousand for the Senate and  
4   two thousand for the House of Representatives.

5   **§ 1318. Geological Survey: classes and sizes of publications;**  
6       **report of mineral resources; number of copies; reprints;**  
7       **distribution**

8       The publications of the Geological Survey shall consist of the annual  
9   report of the Director, which shall be confined to one volume of royal  
10   octavo size; monographs, of quarto size; professional papers, of quarto  
11   size; bulletins, of ordinary octavo size; water-supply and irrigation  
12   papers, of ordinary octavo size; and maps, folios, and atlases required  
13   by law.

14      In addition to the usual number of the report of the Geological  
15   Survey, ten thousand copies shall be printed: two thousands for the  
16   Senate, four thousand for the House of Representatives, four thou-  
17   sand for distribution by the Geological Survey.

18      The reports of the Geological Survey, except the annual report of  
19   the Director, shall be published in editions recommended in each case  
20   by the Director and approved by the Secretary of the Interior, but not  
21   to exceed ten thousand copies.

22      When the edition of a report of the Survey is exhausted, and the de-  
23   mand for it continues, there may be published, on the requisition of the  
24   Secretary of the Interior, as many additional copies of the report as  
25   the Director of the Survey states will, in his judgment, be necessary to  
26   meet the demand.

27      The report of the mineral resources of the United States shall be  
28   published in two octavo volumes and as a distinct publication, the  
29   number of copies, printing of separate chapters, and mode of distribu-  
30   tion of which shall be the same as of the annual report.

31      Three thousand copies of the monographs and bulletins of the Geo-  
32   logical Survey shall be published.

33      The bulletins and professional papers shall be distributed gratui-  
34   tously and of the number published one thousand copies shall be de-  
35   livered to the Senate and two thousand copies to the House of Repre-  
36   sentatives, for distribution.

37      The Director of the Geological Survey shall transmit to the Library  
38   of Congress two copies of every report of the bureau as soon as the first  
39   delivery to the Survey is made, in addition to those received by the  
40   Library of Congress under any other law.

1   **§ 1319. Geological Survey: specific appropriations required for**  
2                   **monographs and bulletins**

3       The scientific reports known as the monographs and bulletins of the  
4       Geological Survey may not be published until specific and detailed esti-  
5       mates and specific appropriations based on these estimates are made for  
6       them. Engravings for the annual reports for monographs and bul-  
7       letins, or of illustrations, sections, and maps, may not be made until  
8       specific estimates are submitted and specific appropriations made based  
9       on the estimates.

10   **§ 1320. Geological Survey: distribution of publications to public**  
11                   **libraries**

12       The Director of the Geological Survey shall distribute to public  
13       libraries that have not already received them copies of sale publications  
14       on hand at the expiration of five years after date of delivery to the  
15       Survey document room, excepting a reserve number not to exceed two  
16       hundred copies.

17   **§ 1321. Hydrographic Surveys; foreign surveys**

18       Appropriations made for the preparation or publication of foreign  
19       hydrographic surveys may be applicable only upon approval by the  
20       Secretary of the Navy, after a report from three competent naval  
21       officers that the original data for proposed charts justify their publica-  
22       tion. The Secretary of the Navy shall order a board of three naval  
23       officers to examine and report upon the data before he approves an  
24       application of moneys to the preparation or publication of charts or  
25       hydrographic surveys.

26   **§ 1322. Immigration and Naturalization Service: report**

27       The number of copies, not to exceed five thousand, to be printed of  
28       the annual reports of the Immigration and Naturalization Service of  
29       the Department of Justice shall be subject to the discretion of the  
30       Attorney General.

31   **§ 1323. Interstate Commerce Commission: report**

32       In addition to the usual number of the annual report of the Inter-  
33       state Commerce Commission, three thousand copies shall be printed:  
34       one thousand for the Senate, two thousand for the House, and for  
35       the use of the Commission that number of the report and other docu-  
36       ments incident to interstate commerce for distribution by it as it  
37       considers expedient.

38   **§ 1324. Labor Statistics, Bureau of: bulletins**

39       There shall be printed one edition of fifteen thousand copies of each  
40       issue of the bulletin of the Bureau of Labor Statistics authorized by



1 section 5 of Title 29, and extra copies not to exceed twenty thousand of  
2 any single issue, when in the opinion of the Commissioner of Labor  
3 Statistics the demand for the bulletin makes an extra edition necessary.

4 **§ 1325. Labor Statistics, Bureau of: report of Commissioner**

5 In addition to the usual number of the report of the Commissioner  
6 of Labor Statistics, twenty-five thousand copies shall be printed: five  
7 thousand for the Senate, ten thousand for the House of Representa-  
8 tives, and ten thousand for distribution by the Commissioner.

9 **§ 1326. Librarian of Congress: reports**

10 Five thousand copies of the annual and special reports of the Li-  
11 brarian of Congress submitted to Congress, shall be printed and  
12 bound in cloth for the Library of Congress.

13 **§ 1327. Mines, Bureau of: publications**

14 The publications of the Bureau of Mines shall be published in edi-  
15 tions recommended by the Secretary of the Interior, but not to exceed  
16 ten thousand copies for the first edition. When the edition of a publi-  
17 cation of the Bureau of Mines is exhausted and the demand for it con-  
18 tinues, there may be published, on the requisition of the Secretary of  
19 the Interior, as many additional copies as the Secretary of the Interior  
20 considers necessary to meet the demand.

21 **§ 1328. Merchant vessels of the United States**

22 Five thousand copies of the annual list of merchant vessels of the  
23 United States may be printed for distribution by the Coast Guard.

24 **§ 1329. Mint: reports of Director**

25 There may be printed, in the discretion of the Secretary of the Treas-  
26 ury, for distribution by the Treasury Department, two thousand copies  
27 of the annual report of the Director of the Mint on the operations of  
28 the mint and assay offices with appendices, and of the annual report of  
29 the Director of the Mint on the production of precious metals.

30 **§ 1330. Monthly Summary Statement of Imports and Exports**

31 There shall be printed monthly by the Public Printer thirty-five  
32 hundred copies of the Monthly Summary Statement of Imports and  
33 Exports and other statistical information prepared by the Secretary  
34 of Commerce, five hundred for the Senate, one thousand for the  
35 House of Representatives, and two thousand for the Department of  
36 Commerce.

37 **§ 1331. National Academy of Sciences: report**

38 In addition to the usual number of the report of the National Acad-  
39 emy of Sciences, two thousand copies shall be printed: five hundred

1 for the Senate, one thousand for the House of Representatives, and  
2 five hundred for distribution by the National Academy of Sciences.

3 **§ 1332. National encampments of Veterans' organizations; pro-**  
4 **ceedings printed annually for Congress**

5 The proceedings of the national encampments of the United Spanish  
6 War Veterans, the Veterans of Foreign Wars of the United States,  
7 the American Legion, the Military Order of the Purple Heart, the  
8 Veterans of World War I of the United States of America, Incor-  
9 porated, the Disabled American Veterans, and the AMVETS (Ameri-  
10 can Veterans of World War II), respectively, shall be printed an-  
11 nually, with accompanying illustrations, as separate House documents  
12 of the session of the Congress to which they may be submitted.

13 **§ 1333. National high school and college debate topics**

14 (a) The Librarian of Congress shall prepare compilations of per-  
15 tinent excerpts, bibliographical references, and other appropriate  
16 materials relating to:

17 (1) the subject selected annually by the National University  
18 Extension Association as the national high school debate topic  
19 and

20 (2) the subject selected annually by the American Speech  
21 Association as the national college debate topic.

22 In preparing the compilations the Librarian shall include materials  
23 which in his judgment are representative of, and give equal emphasis  
24 to, the opposing points of view on the respective topics.

25 (b) The compilations on the high school debate topics shall be  
26 printed as Senate documents and the compilations on the college de-  
27 bate topics shall be printed as House of Representatives documents,  
28 the cost of which shall be charged to the congressional allotment for  
29 printing and binding. Additional copies may be printed in the quan-  
30 tities and distributed in the manner the Joint Committee on Printing  
31 directs.

32 **§ 1334. Naval Intelligence Office: additional copies of publications**

33 In addition to one thousand copies previously authorized, the  
34 Secretary of the Navy may print extra copies of the publications of  
35 the Office of Naval Intelligence necessary for distribution to the naval  
36 service and to meet other official demands. The edition of any one  
37 publication may not exceed two thousand copies.

38 **§ 1335. Naval Observatory Observations**

39 In addition to the usual number of the Observations of the Naval  
40 Observatory, one thousand eight hundred copies shall be printed:

1 three hundred for the Senate, seven hundred for the House of Repre-  
2 sentatives, and eight hundred for distribution by the Naval Observa-  
3 tory; and of the astronomical appendixes to the Observations, one  
4 thousand two hundred separate copies, and of the meteorological  
5 and magnetic observations one thousand separate copies, for distribu-  
6 tion by the Naval Observatory.

7 **§ 1336. Naval Oceanographic Office: special publications**

8 The Secretary of the Navy may authorize the printing of notices  
9 to mariners, light lists, sailing directions, bulletins, and other special  
10 publications of the United States Naval Oceanographic Office in edi-  
11 tions the interests of the Government and of the public may require.

12 **§ 1337. Patent Office: publications authorized to be printed**

13 The Commissioner of Patents, upon the requisition of the Secretary  
14 of Commerce may cause to be printed:

15 1. **PATENTS ISSUED.**—The patents for inventions and designs issued  
16 by the Patent Office, including grants, specifications, and drawings,  
17 together with copies of them, and of patents already issued, in the  
18 number needed for the business of the office.

19 2. **TRADE-MARKS AND LABELS.**—The certificates of trade-marks and  
20 labels registered in the Patent Office, including descriptions and draw-  
21 ings, together with copies of them, and of trade-marks and labels  
22 previously registered, in the numbers needed for the business of the  
23 office.

24 3. **OFFICIAL GAZETTE.**—The Official Gazette of the United States  
25 Patent Office in numbers sufficient to supply all who subscribe for it at  
26 \$5 a year; also for exchange for other scientific publications desirable  
27 for the use of the Patent Office; also to supply one copy to each Senator  
28 and Representative in Congress; with one hundred additional copies,  
29 together with weekly, monthly, and annual indexes. The “usual num-  
30 ber” of the Official Gazette may not be printed.

31 4. **REPORT OF COMMISSIONER OF PATENTS.**—The annual report of the  
32 Commissioner of Patents, not exceeding five hundred in number, for  
33 distribution by him; the annual report of the Commissioner of Patents  
34 to Congress, without the list of patents, not exceeding one thousand  
35 five hundred in number, for distribution by him; and the annual report  
36 of the Commissioner of Patents to Congress, with the list of patents,  
37 five hundred copies for sale by him, if needed, and in addition the  
38 “usual number” only shall be printed.

39 5. **RULES OF PRACTICE, LAWS, ETC.**—Pamphlet copies of the rules  
40 of practice, and of the patent laws, and pamphlet copies of the laws

1 and rules relating to trade-marks and labels, and circulars relating  
2 to the business of the office, all in numbers as needed for the business  
3 of the office. The "usual number" may not be printed.

4 6. DECISIONS OF COMMISSIONER AND COURTS.—Annual volumes of  
5 the decisions of the Commissioner of Patents and of the United States  
6 courts in patent cases, not exceeding one thousand five hundred in  
7 number, of which the usual number shall be printed, and for this  
8 purpose a copy of each shall be transmitted to Congress promptly  
9 when prepared.

10 7. INDEXES.—Indexes to patents relating to electricity, and indexes  
11 to foreign patents, in the numbers needed for the business of the office.  
12 The "usual number" may not be printed.

13 **§ 1338. Patent Office: limitations and conditions concerning**  
14 **printing and lithographing**

15 Printing for the Patent Office making use of lithography or photo-  
16 lithography, together with the plates, shall be contracted for and  
17 performed under the direction of the Commissioner of Patents, under  
18 limitations and conditions prescribed by the Joint Committee on  
19 Printing, and other printing for the Patent Office shall be done by  
20 the Public Printer under limitations and conditions prescribed by  
21 the Joint Committee on Printing. The entire work may be done at  
22 the Government Printing Office when in the judgment of the Joint  
23 Committee on Printing it is to the interest of the Government.

24 **§ 1339. Printing of the President's Message**

25 The message of the President without the accompanying documents  
26 and reports shall be printed in pamphlet form, immediately upon its  
27 receipt by Congress. In addition to the usual number, fifteen thousand  
28 copies shall be printed, of which five thousand shall be for the Senate,  
29 and ten thousand for the House of Representatives.

30 In addition to the usual number of the President's message and  
31 accompanying documents, there shall be printed one thousand copies  
32 for the Senate and two thousand for the House of Representatives.  
33 The President's message shall be delivered by the printer to the ap-  
34 propriate officers of each House of Congress on or before the third  
35 Wednesday next after the meeting of Congress, or as soon after as  
36 may be practicable.

37 **§ 1340. Public Printer: annual report**

38 In addition to the usual number of the annual report of the Public  
39 Printer, one thousand copies shall be printed to be distributed under  
40 his direction.

1 **§ 1341. Smithsonian Institution: report**

2 In addition to the usual number of the report of the Smithsonian  
3 Institution ten thousand copies shall be printed: one thousand for the  
4 Senate, two thousand for the House of Representatives, five thousand  
5 for distribution by the Smithsonian Institution, and two thousand for  
6 distribution by the National Museum.

7 **§ 1342. Soil area surveys: reports; congressional allotments**

8 As soon as the manuscript can be prepared with the necessary maps  
9 and illustrations to accompany it, a report on each soil area surveyed  
10 by the Secretary of Agriculture shall be printed in the form of advance  
11 sheets bound in paper covers, of which not more than two hundred and  
12 fifty copies shall be for the use of each Senator from the State and not  
13 more than one thousand copies for the use of each Representative for  
14 the congressional district or districts in which a survey is made, the  
15 actual number to be determined on inquiry by the Secretary of Agri-  
16 culture made to the Senators and Representatives, and as many copies  
17 for the use of the Department of Agriculture as in the judgment of the  
18 Secretary of Agriculture are necessary. The Superintendent of Docu-  
19 ments shall hold the total congressional and department edition for  
20 two years and distribute within these limitations according to the  
21 requests of the Senators, Representatives, or department, and at the  
22 expiration of the two-year period turn over to the Department of  
23 Agriculture the residue of the edition.

24 **§ 1343. Statistical Abstract of the United States**

25 In addition to the usual number of the Statistical Abstract of the  
26 United States, twelve thousand copies shall be printed: three thousand  
27 for the Senate, six thousand for the House of Representatives, and  
28 three thousand for distribution by the Secretary of Commerce.

29 **§ 1344. Treasury Department: reports**

30 In addition to the usual number of the finance report of the Secre-  
31 tary of the Treasury, one thousand copies for the Senate and two thou-  
32 sand for the House of Representatives shall be printed in addition to  
33 those published as part of the departmental report.

34 In addition to the usual number of the annual report of the Comp-  
35 troller of the Currency, thirteen thousand copies shall be printed: one  
36 thousand for the Senate, two thousand for the House of Representa-  
37 tives, and ten thousand for distribution by the Comptroller of the  
38 Currency.

H.R. 18612—7

1       **CHAPTER 15—FEDERAL REGISTER AND CODE OF**  
 2                   **FEDERAL REGULATIONS**

Sec.

1501. Definitions.

1502. Custody and printing of Federal documents; appointment of Director.

1503. Filing documents with Office; notation of time; public inspection; transmission for printing.

1504. "Federal Register"; printing; contents; distribution; price.

1505. Documents to be published in Federal Register.

1506. Administrative Committee of the Federal Register; establishment and composition; powers and duties.

1507. Filing document as constructive notice; publication in Federal Register as presumption of validity; judicial notice; citation.

1508. Publication in Federal Register as notice of hearing.

1509. Cost of publication; appropriations authorized; penalty mail privilege.

1510. Code of Federal Regulations.

1511. International agreements excluded from provisions of chapter.

3       **§ 1501. Definitions**

4       As used in this chapter, unless the context otherwise requires—

5           "document" means a Presidential proclamation or Executive  
 6           order and an order, regulation, rule, certificate, code of fair com-  
 7           petition, license, notice, or similar instrument, issued, prescribed,  
 8           or promulgated by a Federal agency;

9           "Federal agency" or "agency" means the President of the  
 10          United States, or an executive department, independent board,  
 11          establishment, bureau, agency, institution, commission, or sepa-  
 12          rate office of the administrative branch of the Government of the  
 13          United States but not the legislative or judicial branches of the  
 14          Government;

15          "person" means an individual, partnership, association, or  
 16          corporation.

17       **§ 1502. Custody and printing of Federal documents; appointment**  
 18                   **of Director**

19       The Administrator of General Services, acting through the Office  
 20       of the Federal Register, is charged with the custody and, together  
 21       with the Public Printer, with the prompt and uniform printing and  
 22       distribution of the documents required or authorized to be pub-  
 23       lished by section 1505 of this title. There shall be at the head of the  
 24       Office a director, appointed by, and who shall act under the general  
 25       direction of, the Administrator of General Services in carrying out  
 26       this chapter and the regulations prescribed under it.

27       **§ 1503. Filing documents with Office; notation of time; public**  
 28                   **inspection; transmission for printing**

29       The original and two duplicate originals or certified copies of a  
 30       document required or authorized to be published by section 1505 of

1 this title shall be filed with the Office of the Federal Register, which  
2 shall be open for that purpose during all hours of the working days  
3 when the National Archives Building is open for official business. The  
4 Administrator of General Services shall cause to be noted on the origi-  
5 nal and duplicate originals or certified copies of each document the day  
6 and hour of filing. When the original is issued, prescribed, or pro-  
7 mulgated outside the District of Columbia, and certified copies are  
8 filed before the filing of the original, the notation shall be of the day  
9 and hour of filing of the certified copies. Upon filing, at least one copy  
10 shall be immediately available for public inspection in the Office.  
11 The original shall be retained in the archives of the National  
12 Archives of the United States and shall be available for inspection  
13 under regulations prescribed by the Administrator. The Office shall  
14 transmit immediately to the Government Printing Office for printing,  
15 as provided by this chapter, one duplicate original or certified copy  
16 of each document required or authorized to be published by section  
17 1505 of this title. Every Federal agency shall cause to be transmitted  
18 for filing the original and the duplicate originals or certified copies  
19 of all such documents issued, prescribed, or promulgated by the agency.

20 **§ 1504. "Federal Register"; printing; contents; distribution; price**

21 Documents required or authorized to be published by section 1505 of  
22 this title shall be printed and distributed immediately by the Govern-  
23 ment Printing Office in a serial publication designated the "Federal  
24 Register." The Public Printer shall make available the facilities of the  
25 Government Printing Office for the prompt printing and distribution  
26 of the Federal Register in the manner and at the times required by this  
27 chapter and the regulations prescribed under it. The contents of the  
28 daily issues shall be indexed and shall comprise all documents, required  
29 or authorized to be published, filed with the Office of the Federal Regis-  
30 ter up to the time of the day immediately preceding the day of distribu-  
31 tion fixed by regulations under this chapter. There shall be printed  
32 with each document a copy of the notation, required to be made by  
33 section 1503 of this title, of the day and hour when, upon filing with the  
34 Office, the document was made available for public inspection. Dis-  
35 tribution shall be made by delivery or by deposit at a post office at a  
36 time in the morning of the day of distribution fixed by regulations  
37 prescribed under this chapter. The prices to be charged for the Federal  
38 Register may be fixed by the Administrative Committee of the Fed-  
39 eral Register established by section 1506 of this title without reference

1 to the restrictions placed upon and fixed for the sale of Government  
2 publications by sections 1705 and 1708 of this title.

3 **§ 1505. Documents to be published in Federal Register**

4 (a) PROCLAMATIONS AND EXECUTIVE ORDERS; DOCUMENTS HAVING  
5 GENERAL APPLICABILITY AND LEGAL EFFECT; DOCUMENTS REQUIRED  
6 TO BE PUBLISHED BY CONGRESS. There shall be published in the  
7 Federal Register—

8 (1) Presidential proclamations and Executive orders, except  
9 those not having general applicability and legal effect or effective  
10 only against Federal agencies or persons in their capacity as of-  
11 ficers, agents, or employees thereof;

12 (2) documents or classes of documents that the President may  
13 determine from time to time have general applicability and legal  
14 effect; and

15 (3) documents or classes of documents that may be required so  
16 to be published by Act of Congress.

17 For the purposes of this chapter every document or order which  
18 prescribes a penalty has general applicability and legal effect.

19 (b) DOCUMENTS AUTHORIZED TO BE PUBLISHED BY REGULATIONS;  
20 COMMENTS AND NEWS ITEMS EXCLUDED. In addition to the foregoing  
21 there shall also be published in the Federal Register other documents  
22 or classes of documents authorized to be published by regulations pre-  
23 scribed under this chapter with the approval of the President, but  
24 comments or news items of any character may not be published in the  
25 Federal Register.

26 (c) SUSPENSION OF REQUIREMENTS FOR FILING OF DOCUMENTS; AL-  
27 TERNATE SYSTEMS FOR PROMULGATING, FILING, OR PUBLISHING DOCU-  
28 MENTS; PRESERVATION OF ORIGINALS. In the event of an attack or  
29 threatened attack upon the continental United States and a determi-  
30 nation by the President that as a result of an attack or threatened  
31 attack—

32 (1) publication of the Federal Register or filing of documents  
33 with the Office of the Federal Register is impracticable, or

34 (2) under existing conditions publication in the Federal Reg-  
35 ister would not serve to give appropriate notice to the public of  
36 the contents of documents, the President may, without regard  
37 to any other provision of law, suspend all or part of the require-  
38 ments of law or regulation for filing with the Office or publi-  
39 cation in the Federal Register of documents or classes of docu-  
40 ments.



1 The suspensions shall remain in effect until revoked by the Presi-  
2 dent, or by concurrent resolution of the Congress. The President  
3 shall establish alternate systems for promulgating, filing, or publish-  
4 ing documents or classes of documents affected by such suspen-  
5 sions, including requirements relating to their effectiveness or validity,  
6 that may be considered under the then existing circumstances  
7 practicable to provide public notice of the issuance and of the contents  
8 of the documents. The alternate systems may, without limitation, pro-  
9 vide for the use of regional or specialized publications or depositories  
10 for documents, or of the press, the radio, or similar mediums of gen-  
11 eral communication. Compliance with alternate systems of filing or  
12 publication shall have the same effect as filing with the Office or pub-  
13 lication in the Federal Register under this chapter or other law or  
14 regulation. With respect to documents promulgated under alternate  
15 systems, each agency shall preserve the original and two duplicate  
16 originals or two certified copies for filing with the Office when the  
17 President determines that it is practicable.

18 **§ 1506. Administrative Committee of the Federal Register; estab-**  
19 **lishment and composition; powers and duties**

20 The Administrative Committee of the Federal Register shall con-  
21 sist of the Archivist of the United States or Acting Archivist, who  
22 shall be chairman, an officer of the Department of Justice designated  
23 by the Attorney General, and the Public Printer or Acting Public  
24 Printer. The Director of the Federal Register shall act as secretary  
25 of the committee. The authority of the Administrator of General  
26 Services, under section 754 of title 40, to regroup, transfer, and dis-  
27 tribute functions within the General Services Administration, does  
28 not extend to the Committee or its functions. The committee shall  
29 prescribe, with the approval of the President, regulations for carry-  
30 ing out this chapter. The regulations shall provide, among other  
31 things—

32 (1) the manner of certification of copies required to be certified  
33 under section 1503 of this title, which certification may be per-  
34 mitted to be based upon confirmed communications from outside  
35 the District of Columbia;

36 (2) the documents which shall be authorized under section  
37 1505(b) of this title to be published in the Federal Register;

38 (3) the manner and form in which the Federal Register shall be  
39 printed, reprinted, compiled, indexed, bound, and distributed;

40 (4) the number of copies of the Federal Register, which shall

1 be printed, reprinted, and compiled, the number which shall be  
 2 distributed without charge to Members of Congress, officers and  
 3 employees of the United States, or Federal agency, for official  
 4 use, and the number which shall be available for distribution to  
 5 the public; and

6 (5) the prices to be charged for individual copies of, and sub-  
 7 scriptions to, the Federal Register and reprints and bound volumes  
 8 of it.

9 **§ 1507. Filing document as constructive notice; publication in**  
 10 **Federal Register as presumption of validity; judicial**  
 11 **notice; citation**

12 A document required by section 1505 (a) of this title to be published  
 13 in the Federal Register is not valid as against a person who has not  
 14 had actual knowledge of it until the duplicate originals or certified  
 15 copies of the document have been filed with the Office of the Federal  
 16 Register and a copy made available for public inspection as provided  
 17 by section 1503 of this title. Unless otherwise specifically provided by  
 18 statute, filing of a document, required or authorized to be published  
 19 by section 1505 of this title, except in cases where notice by publica-  
 20 tion is insufficient in law, is sufficient to give notice of the contents of  
 21 the document to a person subject to or affected by it. The publication  
 22 in the Federal Register of a document creates a rebuttable presump-  
 23 tion—

24 (1) that it was duly issued, prescribed, or promulgated;

25 (2) that it was filed with the Office of the Federal Register and  
 26 made available for public inspection at the day and hour stated  
 27 in the printed notation;

28 (3) that the copy contained in the Federal Register is a true  
 29 copy of the original; and

30 (4) that all requirements of this chapter and the regulations  
 31 prescribed under it relative to the document have been complied  
 32 with.

33 The contents of the Federal Register shall be judicially noticed and  
 34 without prejudice to any other mode of citation, may be cited by  
 35 volume and page number.

36 **§ 1508. Publication in Federal Register as notice of hearing**

37 A notice of hearing or of opportunity to be heard, required or au-  
 38 thorized to be given by an Act of Congress, or which may otherwise  
 39 properly be given, shall be deemed to have been given to all persons  
 40 residing within the States of the Union and the District of Columbia,

1 except in cases where notice by publication is insufficient in law, when  
2 the notice is published in the Federal Register at such a time that the  
3 period between the publication and the date fixed in the notice for the  
4 hearing or for the termination of the opportunity to be heard is—

5 (1) not less than the time specifically prescribed for the pub-  
6 lication of the notice by the appropriate Act of Congress; or

7 (2) not less than fifteen days when time for publication is not  
8 specifically prescribed by the Act, without prejudice, however,  
9 to the effectiveness of a notice of less than fifteen days where the  
10 shorter period is reasonable.

11 **§ 1509. Cost of publication; appropriations authorized; penalty**  
12 **mail privilege**

13 Payments made for the Federal Register shall be covered into the  
14 Treasury as miscellaneous receipts. The cost of printing, reprinting,  
15 wrapping, binding, and distributing the Federal Register and other  
16 expenses incurred by the Government Printing Office in carrying out  
17 the duties placed upon it by this chapter shall be borne by the appro-  
18 priations to the Government Printing Office and the appropriations  
19 are made available, and are authorized to be increased by additional  
20 sums necessary for the purposes, the increases to be based upon esti-  
21 mates submitted by the Public Printer.

22 Copies of the Federal Register mailed by the Government are en-  
23 titled to the free use of the United States mails in the same manner as  
24 the official mail of the executive departments of the Government. The  
25 cost of mailing the Federal Register to officers and employees of  
26 Federal agencies in foreign countries shall be borne by the respective  
27 agencies.

28 **§ 1510. Code of Federal Regulations**

29 (a) The Administrative Committee of the Federal Register, with  
30 the approval of the President, may require, from time to time as it  
31 considers necessary, the preparation and publication in special or  
32 supplemental editions of the Federal Register of complete codifica-  
33 tions of the documents of each agency of the Government having gen-  
34 eral applicability and legal effect, issued or promulgated by the agency  
35 by publication in the Federal Register or by filing with the Adminis-  
36 trative Committee, and are relied upon by the agency as authority for,  
37 or are invoked or used by it in the discharge of, its activities or func-  
38 tions, and are in effect as to facts arising on or after dates specified by  
39 the Administrative Committee.

40 (b) A codification published under subsection (a) of this section

1 shall be printed and bound in permanent form and shall be designated  
 2 as the "Code of Federal Regulations." The Administrative Committee  
 3 shall regulate the binding of the printed codifications into separate  
 4 books with a view to practical usefulness and economical manufacture.  
 5 Each book shall contain an explanation of its coverage and other aids  
 6 to users that the Administrative Committee may require. A general  
 7 index to the entire Code of Federal Regulations shall be separately  
 8 printed and bound.

9 (c) The Administrative Committee shall regulate the supplementa-  
 10 tion and the collation and republication of the printed codifications  
 11 with a view to keeping the Code of Federal Regulations as current as  
 12 practicable. Each book shall be either supplemented or collated and  
 13 republished at least once each calendar year.

14 (d) The Office of the Federal Register shall prepare and publish the  
 15 codifications, supplements, collations, and indexes authorized by this  
 16 section.

17 (e) The codified documents of the several agencies published in the  
 18 supplemental edition of the Federal Register under this section, as  
 19 amended by documents subsequently filed with the Office and published  
 20 in the daily issues of the Federal Register, shall be prima facie evi-  
 21 dence of the text of the documents and of the fact that they are in  
 22 effect on and after the date of publication.

23 (f) The Administrative Committee shall prescribe, with the ap-  
 24 proval of the President, regulations for carrying out this section.

25 (g) This section does not require codification of the text of Presi-  
 26 dential documents published and periodically compiled in supplements  
 27 to Title 3 of the Code of Federal Regulations.

#### 28 § 1511. International agreements excluded from provisions of 29 chapter

30 This chapter does not apply to treaties, conventions, protocols, and  
 31 other international agreements, or proclamations thereof by the  
 32 President.

### 33 CHAPTER 17—DISTRIBUTION AND SALE OF PUBLIC 34 DOCUMENTS

Sec.

1701. Publications for public distribution to be distributed by the Public Printer;  
 mailing lists.

1702. Superintendent of Documents; sale of documents.

1703. Superintendent of Documents: assistants, blanks, printing and binding.

1704. Superintendent of Documents: pay of employees for night, Sunday, holi-  
 day, and overtime work.

1705. Printing additional copies for sale to public; regulations.

1706. Printing and sale of extra copies of documents.

1707. Reprinting of documents required for sale.

Sec.

- 1708. Prices for sales copies of publications; crediting of receipts; resale by dealers; sales agents.
- 1709. Blank forms: printing and sale to public.
- 1710. Index of documents: number and distribution.
- 1711. Catalog of Government publications.
- 1712. Documents for use of the Public Printer.
- 1713. Documents to be delivered to the Executive Mansion.
- 1714. Publications for use of General Services Administration.
- 1715. Publications for department or officer or for congressional committees.
- 1716. Public documents for legations and consulates of United States.
- 1717. Documents and reports for foreign legations.
- 1718. Distribution of Government publications to the Library of Congress.
- 1719. International exchange of Government publications.
- 1720. Documents not needed by departments to be turned over to Superintendent of Documents.
- 1721. Exchange of documents by heads of departments.
- 1722. Departmental distribution of publications.

1 **§ 1701. Publications for public distribution to be distributed by**  
 2 **the Public Printer; mailing lists**

3 Money appropriated by any Act may not be used for services in an  
 4 executive department or other Government establishment at the Dis-  
 5 trict of Columbia, in the work of addressing, wrapping, mailing, or  
 6 otherwise dispatching a publication for public distribution, except  
 7 maps, weather reports, and weather cards issued by them or for the  
 8 purchase of material or supplies to be used in this work. The Public  
 9 Printer shall perform this work at the Government Printing Office.  
 10 The head of an executive department, independent office, and establish-  
 11 ment of the Government at the District of Columbia, shall furnish from  
 12 time to time to the Public Printer mailing lists, in convenient form, and  
 13 changes in them, or penalty mail slips, for use in the public distribution  
 14 of publications issued by the department or establishment. The Pub-  
 15 lic Printer may furnish copies of a publication only in accordance with  
 16 law or the instruction of the head of the department or establishment  
 17 issuing the publication.

18 This section does not apply to orders, instructions, directions, notices,  
 19 or circulars of information printed for and issued by an executive  
 20 department or other Government establishment or to the distribution  
 21 of public documents by Senators or Members of the House of Repre-  
 22 sentatives or to the Senate Service Department, House of Represent-  
 23 atives Publications Distribution Service, and document rooms of the  
 24 Senate or House of Representatives.

25 **§ 1702. Superintendent of Documents; sale of documents**

26 The Public Printer shall appoint a competent person to act as Super-  
 27 intendent of Documents who shall be under the control of the Public  
 28 Printer.

1     When an officer of the Government having in his charge documents  
2 published for sale desires to be relieved of them, he may turn them over  
3 to the Superintendent of Documents, who shall receive and sell them  
4 under this section. Moneys received from the sale of documents shall be  
5 returned to the Public Printer on the first day of each month and be  
6 covered into the Treasury monthly.

7     The Superintendent of Documents shall also report monthly to the  
8 Public Printer the number of documents received by him and the  
9 disposition made of them. He shall have general supervision of the  
10 distribution of all public documents, and to his custody shall be com-  
11 mitted all documents subject to distribution, excepting those printed  
12 for the special official use of the executive departments, which shall  
13 be delivered to the departments, and those printed for the use of the  
14 two Houses of Congress, which shall be delivered to the Senate Service  
15 Department and House of Representatives Publications Distribution  
16 Service and distributed or delivered ready for distribution to Members  
17 upon their order by the superintendents of the Senate Service Depart-  
18 ment and House Publications Distribution Service, respectively.

19     **§ 1703. Superintendent of Documents: assistants, blanks, print-**  
20     **ing and binding**

21     The Public Printer, upon the requisition of the Superintendent of  
22 Documents, shall appoint necessary assistants, furnish blanks, and do  
23 the printing and binding required by his office, the cost to be charged  
24 against the appropriation for printing and binding for Congress. The  
25 Public Printer shall provide convenient office, storage, and distribut-  
26 ing rooms for the use of the Superintendent of Documents.

27     **§ 1704. Superintendent of Documents: pay of employees for**  
28     **night, Sunday, holiday, and overtime work**

29     Employees in the office of the Superintendent of Documents may  
30 be paid for night, Sunday, holiday, and overtime work at rates not  
31 in excess of the rates of additional pay for this work allowed other  
32 employees of the Government Printing Office under section 305 of  
33 this title.

34     **§ 1705. Printing additional copies for sale to public; regulations**

35     The Public Printer shall print additional copies of a Government  
36 publication, not confidential in character, required for sale to the  
37 public by the Superintendent of Documents, subject to regulation by  
38 the Joint Committee on Printing and without interference with the  
39 prompt execution of printing for the Government.

1 **§ 1706. Printing and sale of extra copies of documents**

2 The Public Printer shall furnish to applicants giving notice before  
3 the matter is put to press, not exceeding two hundred and fifty to any  
4 one applicant, copies of bills, reports, and documents. The applicants  
5 shall pay in advance the price of the printing. The printing of these  
6 copies for private parties may not interfere with the printing for the  
7 Government.

8 **§ 1707. Reprinting of documents required for sale**

9 The Superintendent of Documents may order reprinted, from time  
10 to time, public documents required for sale, subject to the approval of  
11 the Secretary or head of the department in which the public document  
12 originated. The appropriation for printing and binding shall be reim-  
13 bursed for the cost of reprints from the moneys received by the Super-  
14 intendent of Documents from the sale of public documents.

15 **§ 1708. Prices for sales copies of publications; crediting of**  
16 **receipts; resale by dealers; sales agents**

17 The price at which additional copies of Government publications  
18 are offered for sale to the public by the Superintendent of Documents  
19 shall be based on the cost as determined by the Public Printer plus  
20 50 percent. A discount of not to exceed 25 percent may be allowed to  
21 book dealers and quantity purchasers, but the printing may not inter-  
22 fere with prompt execution of work for the Government. Surplus  
23 receipts from sales shall be deposited in the Treasury of the United  
24 States to the credit of miscellaneous receipts.

25 The Superintendent of Documents may prescribe terms and condi-  
26 tions under which he authorizes the resale of Government publications  
27 by book dealers, and he may designate any Government officer his  
28 agent for the sale of Government publications under regulations  
29 agreed upon by the Superintendent of Documents and the head of the  
30 respective department or establishment of the Government.

31 **§ 1709. Blank forms: printing and sale to public**

32 The Public Printer may print for sale by the Superintendent of  
33 Documents to the public, upon prepayment, additional copies of  
34 approved Government blank forms.

35 **§ 1710. Index of documents: number and distribution**

36 The Superintendent of Documents, at the close of each regular ses-  
37 sion of Congress, shall prepare and publish a comprehensive index of  
38 public documents, upon a plan approved by the Joint Committee on  
39 Printing. The Public Printer shall, immediately upon its publication,

1 deliver to him a copy of every document printed by the Government  
2 Printing Office. The head of each executive department, independent  
3 agency and establishment of the Government shall deliver to him a  
4 copy of every document issued or published by the department, bureau,  
5 or office not confidential in character. He shall also prepare and print  
6 in one volume a consolidated index of Congressional documents, and  
7 shall index single volumes of documents as the Joint Committee on  
8 Printing directs. Two thousand copies each of the comprehensive index  
9 and of the consolidated index shall be printed and bound in addition  
10 to the usual number, two hundred for the Senate, eight hundred for  
11 the House of Representatives and one thousand for distribution by the  
12 Superintendent of Documents.

13 **§ 1711. Catalog of Government publications**

14 On the first day of each month the Superintendent of Documents  
15 shall prepare a catalog of Government publications which shall show  
16 the documents printed during the preceding month, where obtainable,  
17 and the price. Two thousand copies of the catalog shall be printed  
18 in pamphlet form for distribution.

19 **§ 1712. Documents for use of the Public Printer**

20 The Public Printer may retain out of all documents, bills, and  
21 resolutions printed the number of copies absolutely needful for the  
22 official use of the Government Printing Office, not exceeding five of  
23 each.

24 **§ 1713. Documents to be delivered to the Executive Mansion**

25 The Public Printer shall deliver to the Executive Mansion two  
26 copies of each document, bill, and resolution as soon as printed and  
27 ready for distribution.

28 **§ 1714. Publications for use of General Services Administration**

29 The Public Printer shall print and deliver to the General Services  
30 Administration for use by the Archivist of the United States, includ-  
31 ing use by the Presidential Library established for the President dur-  
32 ing whose term the documents were issued, which shall be chargeable  
33 to Congress three copies each of the following publications :

34 House documents and public reports, bound ;  
35 Senate documents and public reports, bound ;  
36 Senate and House journals, bound ;  
37 United States Code and Supplements, bound ;  
38 United States Statutes at Large, bound ;  
39 the United States Reports, bound ;  
40 all other documents bearing a congressional number, or printed



1 upon order of a committee in either House of Congress, or of a de-  
2 partment, independent agency or establishment, commission, or  
3 officer of the Government, except confidential matter, blank forms,  
4 and circular letters not of a public character; and  
5 public bills and resolutions in Congress in each parliamentary  
6 stage.

7 The Superintendent of Documents shall furnish, without cost, copies  
8 of publications available for free distribution.

9 **§ 1715. Publications for department or officer or for congressional**  
10 **committees**

11 When printing not bearing a congressional number, except confiden-  
12 tial matter, blank forms, and circular letters not of a public character,  
13 is done for a department or officer of the Government, or not of a con-  
14 fidential character, is done for use of congressional committees, two  
15 copies shall be sent, unless withheld by order of the committee, by the  
16 Public Printer to the Senate and House of Representatives libraries,  
17 respectively, and one copy each to the document rooms of the Senate  
18 and House of Representatives, for reference; and these copies may not  
19 be removed.

20 **§ 1716. Public documents for legations and consulates of United**  
21 **States**

22 Only books published by the Government, and usually known by the  
23 name of "Public Documents", may be supplied to a legation or con-  
24 sulate of the United States as are first designated by the Secretary of  
25 State, by an order to be recorded in the State Department, as suitable  
26 for and required by the legation and consulate.

27 **§ 1717. Documents and reports for foreign legations**

28 Documents and reports may be furnished to foreign legations to  
29 the United States upon request stating those desired and requisition  
30 upon the Public Printer by the Secretary of State. Gratuitous dis-  
31 tribution may only be made to legations whose Governments furnish  
32 to legations from the United States copies of their printed and legisla-  
33 tive documents desired.

34 **§ 1718. Distribution of Government publications to the Library**  
35 **of Congress**

36 There shall be printed and furnished to the Library of Congress for  
37 official use in the District of Columbia, and for international exchange  
38 as provided by section 1719 of this title, not to exceed one hundred  
39 and fifty copies of:

40 House documents and reports, bound;

1 Senate documents and reports, bound;  
 2 Senate and House journals, bound;  
 3 public bills and resolutions;  
 4 the United States Code and supplements, bound; and  
 5 all other publications and maps which are printed, or otherwise  
 6 reproduced, under authority of law, upon the requisition of a  
 7 Congressional committee, executive department, bureau, inde-  
 8 pendent office, establishment, commission, or officer of the Govern-  
 9 ment.

10 Confidential matter, blank forms, and circular letters not of a pub-  
 11 lic character shall be excepted.

12 In addition, there shall be delivered as printed to the Library of  
 13 Congress:

14 ten copies of each House document and report, unbound;  
 15 ten copies of each Senate document and report, unbound; and  
 16 ten copies of each private bill and resolution and fifty copies of  
 17 the laws in slip form.

18 **§ 1719. International exchange of Government publications**

19 For the purpose of more fully carrying into effect the convention  
 20 concluded at Brussels on March 15, 1886, and proclaimed by the Pres-  
 21 ident of the United States on January 15, 1889, there shall be sup-  
 22 plied to the Library of Congress not to exceed one hundred and  
 23 twenty-five copies each of all Government publications, including  
 24 the daily and bound copies of the Congressional Record, for distri-  
 25 bution, through the Smithsonian Institution, to foreign governments  
 26 which agree to send to the United States similar publications of their  
 27 governments for delivery to the Library of Congress.

28 **§ 1720. Documents not needed by departments to be turned over**  
 29 **to Superintendent of Documents**

30 Public documents accumulating in the several executive depart-  
 31 ments, bureaus, and offices, not needed for official use, shall be turned  
 32 over to the Superintendent of Documents annually for distribution or  
 33 sale.

34 **§ 1721. Exchange of documents by heads of departments**

35 Heads of departments may exchange surplus documents for other  
 36 documents and books required by them, when it is to the advantage  
 37 of the public service.

38 **§ 1722. Departmental distribution of publications**

39 Government publications printed for or received by the executive

1 departments, whether for official use or for distribution, except those  
 2 required by section 1701 of this title to be distributed by the Public  
 3 Printer, shall be distributed by a competent person detailed to this  
 4 duty in each department by the head of the department. He shall  
 5 prevent duplication and make detailed report to the head of the  
 6 department.

## 7 **CHAPTER 19—DEPOSITORY LIBRARY PROGRAM**

Sec.

- 1901. Definition of Government publication.
- 1902. Availability of Government publications through Superintendent of Documents; lists of publications not ordered from Government Printing Office.
- 1903. Distribution of publications to depositories; notice to Government components; cost of printing and binding.
- 1904. Classified list of Government publications for selection by depositories.
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- 1906. Land-grant colleges constituted depositories.
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- 1908. American Antiquarian Society to receive certain publications.
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- 1910. Designations of replacement depositories; limitations on numbers; conditions.
- 1911. Free use of Government publications in depositories; disposal of unwanted publications.
- 1912. Regional depositories; designation; functions; disposal of publications.
- 1913. Appropriations for supplying depository libraries; restriction.
- 1914. Implementation of depository library program by Public Printer.

### 8 **§ 1901. Definition of Government publication**

9 "Government publication" as used in this chapter, means informa-  
 10 tional matter which is published as an individual document at Gov-  
 11 ernment expense, or as required by law.

### 12 **§ 1902. Availability of Government publications through Superin-** 13 **tendent of Documents; lists of publications not ordered** 14 **from Government Printing Office**

15 Government publications, except those determined by their issuing  
 16 components to be required for official use only or for strictly adminis-  
 17 trative or operational purposes which have no public interest or ed-  
 18 ucational value and publications classified for reasons of national  
 19 security, shall be made available to depository libraries through the  
 20 facilities of the Superintendent of Documents for public information.  
 21 Each component of the Government shall furnish the Superintendent  
 22 of Documents a list of such publications it issued during the previous  
 23 month, that were obtained from sources other than the Government  
 24 Printing Office.

1   **§ 1903. Distribution of publications to depositories; notice to Gov-**  
2                   **ernment components; cost of printing and binding**

3       Upon request of the Superintendent of Documents, components of  
4       the Government ordering the printing of publications shall either  
5       increase or decrease the number of copies of publications furnished  
6       for distribution to designated depository libraries and State libraries  
7       so that the number of copies delivered to the Superintendent of  
8       Documents is equal to the number of libraries on the list. The number  
9       thus delivered may not be restricted by any statutory limitation in  
10      force on August 9, 1962. Copies of publications furnished the Superin-  
11      tendent of Documents for distribution to designated depository  
12      libraries shall include—

13           the journals of the Senate and House of Representatives;  
14           all publications, not confidential in character, printed upon the  
15           requisition of a congressional committee;  
16           Senate and House public bills and resolutions; and  
17           reports on private bills, concurrent or simple resolutions;  
18      but not so-called cooperative publications which must necessarily be  
19      sold in order to be self-sustaining.

20      The Superintendent of Documents shall currently inform the com-  
21      ponents of the Government ordering printing of publications as to  
22      the number of copies of their publications required for distribution  
23      to depository libraries. The cost of printing and binding those pub-  
24      lications distributed to depository libraries obtained elsewhere than  
25      from the Government Printing Office, shall be borne by components  
26      of the Government responsible for their issuance; those requisitioned  
27      from the Government Printing Office shall be charged to appropria-  
28      tions provided the Superintendent of Documents for that purpose.

29   **§ 1904. Classified list of Government publications for selection by**  
30                   **depositories**

31      The Superintendent of Documents shall currently issue a classified  
32      list of Government publications in suitable form, containing annota-  
33      tions of contents and listed by item identification numbers to facilitate  
34      the selection of only those publications needed by depository libraries.  
35      The selected publications shall be distributed to depository libraries  
36      in accordance with regulations of the Superintendent of Documents,  
37      as long as they fulfill the conditions provided by law.

1 § 1905. Distribution to depositories; designation of additional  
2 libraries; justification; authorization for certain desig-  
3 nations

4 The Government publications selected from lists prepared by the  
5 Superintendent of Documents, and when requested from him, shall  
6 be distributed to depository libraries specifically designated by law  
7 and to libraries designated by Senators, Representatives, and the Resi-  
8 dent Commissioner from Puerto Rico, by the Commissioner of the  
9 District of Columbia, and by the Governors of Guam, American  
10 Samoa, and the Virgin Islands, respectively. Additional libraries  
11 within areas served by Representatives or the Resident Commissioner  
12 from Puerto Rico may be designated by them to receive Government  
13 publications to the extent that the total number of libraries designated  
14 by them does not exceed two within each area. Not more than two ad-  
15 ditional libraries within a State may be designated by each Senator  
16 from the State. Before an additional library within a State, congres-  
17 sional district or the Commonwealth of Puerto Rico is designated as  
18 a depository for Government publications, the head of that library  
19 shall furnish his Senator, Representative, or the Resident Com-  
20 missioner from Puerto Rico, as the case may be, with justification  
21 of the necessity for the additional designation. The justification, which  
22 shall also include a certification as to the need for the additional de-  
23 pository library designation, shall be signed by the head of every  
24 existing depository library within the congressional district or the  
25 Commonwealth of Puerto Rico or by the head of the library authority  
26 of the State or the Commonwealth of Puerto Rico, within which the  
27 additional depository library is to be located. The justification for  
28 additional depository library designations shall be transmitted to the  
29 Superintendent of Documents by the Senator, Representative, or the  
30 Resident Commissioner from Puerto Rico, as the case may be. The  
31 Commissioner of the District of Columbia may designate two deposi-  
32 tory libraries in the District of Columbia, the Governor of Guam and  
33 the Governor of American Samoa may each designate one depository  
34 library in Guam and American Samoa, respectively, and the Gov-  
35 ernor of the Virgin Islands may designate one depository library on  
36 the island of Saint Thomas and one on the island of Saint Croix.

1   **§ 1906. Land-grant colleges constituted depositories**

2       Land-grant colleges are constituted depositories to receive Govern-  
3       ment publications subject to the depository laws.

4   **§ 1907. Libraries of executive departments, service academies, and**  
5       **independent agencies constituted depositories; certifica-**  
6       **tions of need; disposal of unwanted publications**

7       The libraries of the executive departments, of the United States  
8       Military Academy, of the United States Naval Academy, of the United  
9       States Air Force Academy, of the United States Coast Guard Acad-  
10      emy, and of the United States Merchant Marine Academy are desig-  
11      nated depositories of Government publications. A depository library  
12      within each independent agency may be designated upon certification  
13      of need by the head of the independent agency to the Superintendent  
14      of Documents. Additional depository libraries within executive de-  
15      partments and independent agencies may be designated to receive  
16      Government publications to the extent that the number so designated  
17      does not exceed the number of major bureaus or divisions of the  
18      departments and independent agencies. These designations may be  
19      made only after certification by the head of each executive department  
20      or independent agency to the Superintendent of Documents as to the  
21      justifiable need for additional depository libraries. Depository libraries  
22      within executive departments and independent agencies may dispose  
23      of unwanted Government publications after first offering them to the  
24      Library of Congress and the Archivist of the United States.

25   **§ 1908. American Antiquarian Society to receive certain publica-**  
26       **tions**

27       One copy of the public journals of the Senate and of the House of  
28       Representatives, and of the documents published under the orders of  
29       the Senate and House of Representatives, respectively, shall be trans-  
30       mitted to the Executive of the Commonwealth of Massachusetts for  
31       the use and benefit of the American Antiquarian Society of the  
32       Commonwealth.

33   **§ 1909. Requirements of depository libraries; reports on condi-**  
34       **tions; investigations; termination; replacement**

35       Only a library able to provide custody and service for depository  
36       materials and located in an area where it can best serve the public need,  
37       and within an area not already adequately served by existing deposi-  
38       tory libraries may be designated by Senators, Representatives, the  
39       Resident Commissioner from Puerto Rico, the Commissioner of the

1 District of Columbia, or the Governors of Guam, American Samoa,  
2 or the Virgin Islands as a depository of Government publications.  
3 The designated depository libraries shall report to the Superintendent  
4 of Documents at least every two years concerning their condition.

5 The Superintendent of Documents shall make firsthand investiga-  
6 tion of conditions for which need is indicated and include the results  
7 of investigations in his annual report. When he ascertains that the  
8 number of books in a depository library is below ten thousand, other  
9 than Government publications, or it has ceased to be maintained so as  
10 to be accessible to the public, or that the Government publications  
11 which have been furnished the library have not been properly main-  
12 tained, he shall delete the library from the list of depository libraries  
13 if the library fails to correct the unsatisfactory conditions within six  
14 months. The Representative or the Resident Commissioner from  
15 Puerto Rico in whose area the library is located or the Senator who  
16 made the designation, or a successor of the Senator, and, in the case  
17 of a library in the District of Columbia, the Commissioner of the Dis-  
18 trict of Columbia, and, in the case of a library in Guam, American  
19 Samoa, or the Virgin Islands, the Governor, shall be notified and shall  
20 then be authorized to designate another library within the area served  
21 by him, which shall meet the conditions herein required, but which  
22 may not be in excess of the number of depository libraries authorized  
23 by law within the State, district, territory, or the Commonwealth of  
24 Puerto Rico, as the case may be.

25 **§ 1910. Designations of replacement depositories; limitations on**  
26 **numbers; conditions**

27 The designation of a library to replace a depository library, other  
28 than a depository library specifically designated by law, may be made  
29 only within the limitations on total numbers specified by section 1905  
30 of this title, and only when the library to be replaced ceases to exist, or  
31 when the library voluntarily relinquishes its depository status, or when  
32 the Superintendent of Documents determines that it no longer fulfills  
33 the conditions provided by law for depository libraries.

34 **§ 1911. Free use of Government publications in depositories; dis-**  
35 **posal of unwanted publications**

36 Depository libraries shall make Government publications available  
37 for the free use of the general public, and may dispose of them after  
38 retention for five years under section 1912 of this title, if the depository  
39 library is served by a regional depository library. Depository libraries

1 not served by a regional depository library, or that are regional deposi-  
2 tory libraries themselves, shall retain Government publications perma-  
3 nently in either printed form or in microfacsimile form, except super-  
4 seded publications or those issued later in bound form which may be  
5 discarded as authorized by the Superintendent of Documents.

6 **§ 1912. Regional depositories; designation; functions; disposal of**  
7 **publications**

8 Not more than two depository libraries in each State and the Com-  
9 monwealth of Puerto Rico may be designated as regional depositories,  
10 and shall receive from the Superintendent of Documents copies of all  
11 new and revised Government publications authorized for distribu-  
12 tion to depository libraries. Designation of regional depository li-  
13 braries may be made by a Senator or the Resident Commissioner from  
14 Puerto Rico within the areas served by them, after approval by the  
15 head of the library authority of the State or the Commonwealth of  
16 Puerto Rico, as the case may be, who shall first ascertain from the  
17 head of the library to be so designated that the library will, in addi-  
18 tion to fulfilling the requirements for depository libraries, retain at  
19 least one copy of all Government publications either in printed or  
20 microfacsimile form (except those authorized to be discarded by the  
21 Superintendent of Documents); and within the region served will  
22 provide interlibrary loan, reference service, and assistance for deposi-  
23 tory libraries in the disposal of unwanted Government publications.  
24 The agreement to function as a regional depository library shall be  
25 transmitted to the Superintendent of Documents by the Senator or  
26 the Resident Commissioner from Puerto Rico when the designation  
27 is made.

28 The libraries designated as regional depositories may permit deposi-  
29 tory libraries, within the areas served by them, to dispose of Govern-  
30 ment publications which they have retained for five years after first  
31 offering them to other depository libraries within their area, then to  
32 other libraries.

33 **§ 1913. Appropriations for supplying depository libraries;**  
34 **restriction**

35 Appropriations available for the Office of Superintendent of Docu-  
36 ments may not be used to supply depository libraries documents,  
37 books, or other printed matter not requested by them, and their re-  
38 quests shall be subject to approval by the Superintendent of Docu-  
39 ments.



1   **§ 1914. Implementation of depository library program by Public**  
 2       **Printer**

3       The Public Printer, with the approval of the Joint Committee on  
 4   Printing, as provided by section 103 of this title, may use any meas-  
 5   ures he considers necessary for the economical and practical imple-  
 6   mentation of this chapter.

7       **CHAPTER 21—ARCHIVAL ADMINISTRATION**

Sec.

- 2101. Definitions.
- 2102. Archivist of the United States.
- 2103. Acceptance of records for historical preservation.
- 2104. Responsibility for custody, use, and withdrawal of records.
- 2105. Preservation, arrangement, duplication, exhibition of records.
- 2106. Servicing records.
- 2107. Material accepted for deposit.
- 2108. Presidential archival depository.
- 2109. Depository for agreements between States.
- 2110. Preservation of motion-picture films, still pictures, and sound recordings.
- 2111. Reports; correction of violations.
- 2112. Legal status of reproductions; official seal; fees for copies and reproductions.
- 2113. Limitation on liability.
- 2114. Records of Congress.

8   **§ 2101. Definitions**

9       As used in sections 2103–2113 of this title—

10      “Presidential archival depository” means an institution operated by  
 11   the United States to house and preserve the papers and books of a  
 12   President or former President of the United States, together with  
 13   other historical materials belonging to a President or former President  
 14   of the United States, or related to his papers or to the events of his  
 15   official or personal life;

16      “historical materials” including books, correspondence, documents,  
 17   papers, pamphlets, works of art, models, pictures, photographs, plats,  
 18   maps, films, motion pictures, sound recordings, and other objects or  
 19   materials having historical or commemorative value.

20   **§ 2102. Archivist of the United States**

21      The Administrator of General Services shall appoint the Archivist  
 22   of the United States.

23   **§ 2103. Acceptance of records for historical preservation**

24      When it appears to the Administrator of General Services to be in  
 25   the public interest, he may—

- 26      (1) accept for deposit with the National Archives of the United
- 27      States the records of a Federal agency or of the Congress deter-
- 28      mined by the Archivist of the United States to have sufficient

1 historical or other value to warrant their continued preservation  
2 by the United States Government;

3 (2) direct and effect the transfer to the National Archives of  
4 the United States of records of a Federal agency that have been  
5 in existence for more than fifty years and determined by the  
6 Archivist of the United States to have sufficient historical or  
7 other value to warrant their continued preservation by the United  
8 States Government, unless the head of the agency which has  
9 custody of them certifies in writing to the Administrator that  
10 they must be retained in his custody for use in the conduct of the  
11 regular current business of the agency;

12 (3) direct and effect, with the approval of the head of the  
13 originating agency, or if the existence of the agency has been  
14 terminated, then with the approval of his successor in function,  
15 if any, the transfer of records deposited or approved for deposit  
16 with the National Archives of the United States to public or  
17 educational institutions or associations; title to the records to  
18 remain vested in the United States unless otherwise authorized by  
19 Congress; and

20 (4) transfer materials from private sources authorized to be  
21 received by the Administrator by section 3106 of this title.

22 **§ 2104. Responsibility for custody, use, and withdrawal of records**

23 The Administrator of General Services shall be responsible for the  
24 custody, use, and withdrawal of records transferred to him. When  
25 records, the use of which is subject to statutory limitations and restric-  
26 tions, are so transferred, permissive and restrictive statutory provi-  
27 sions with respect to the examination and use of records applicable  
28 to the head of the agency from which the records were transferred  
29 or to employees of that agency are applicable to the Administrator,  
30 the Archivist of the United States, and to the employees of the General  
31 Services Administration, respectively. When the head of an agency  
32 states in writing restrictions that appear to him to be necessary or  
33 desirable in the public interest on the use or examination of records  
34 being considered for transfer from his custody to the Administrator,  
35 the Administrator shall impose the restrictions on the records so trans-  
36 ferred, and may not remove or relax the restrictions without the con-  
37 currence in writing of the head of the agency from which the material  
38 was transferred, or of his successor in function, if any. Statutory  
39 and other restrictions referred to in this section shall remain in force  
40 until the records have been in existence for fifty years unless the

1 Administrator by order determines as to specific bodies of records  
2 that the restrictions shall remain in force for a longer period. Restriction  
3 on the use or examination of records deposited with the National  
4 Archives of the United States imposed by section 3 of the National  
5 Archives Act, approved June 19, 1934, shall continue in force regardless  
6 of the expiration of the tenure of office of the official who imposed  
7 them but may be removed or relaxed by the Administrator with the  
8 concurrence in writing of the head of the agency from which material  
9 was transferred or of his successor in function, if any.

10 **§ 2105. Preservation, arrangement, duplication, exhibition of**  
11 **records**

12 The Administrator of General Services shall provide for the  
13 preservation, arrangement, repair and rehabilitation, duplication and  
14 reproduction (including microcopy publications), description, and  
15 exhibition of records or other documentary material transferred to  
16 him as may be needful or appropriate, including the preparation and  
17 publication of inventories, indexes, catalogs, and other finding aids  
18 or guides to facilitate their use. He may also prepare guides and other  
19 finding aids to Federal records and, when approved by the National  
20 Historical Publications Commission, publish such historical works  
21 and collections of sources as seem appropriate for printing or otherwise  
22 recording at the public expense.

23 **§ 2106. Servicing records**

24 The Administrator of General Services shall provide and maintain  
25 facilities he considers necessary or desirable for servicing records in  
26 his custody that are not exempt from examination by statutory or other  
27 restrictions.

28 **§ 2107. Material accepted for deposit**

29 When the Administrator of General Services considers it to be in  
30 the public interest he may accept for deposit—

31 (1) the papers and other historical materials of a President  
32 or former President of the United States, or other official or  
33 former official of the Government, and other papers relating to  
34 and contemporary with a President or former President of the  
35 United States, subject to restrictions agreeable to the Administrator  
36 as to their use; and

37 (2) documents, including motion-picture films, still pictures,  
38 and sound recordings, from private sources that are appropriate  
39 for preservation by the Government as evidence of its organization,  
40 functions, policies, decisions, procedures, and transactions.

1   **§ 2108. Presidential archival depository**

2       (a) When the Administrator of General Services considers it to be in  
3   the public interest he may accept, for and in the name of the United  
4   States, land, buildings, and equipment offered as a gift to the United  
5   States for the purposes of creating a Presidential archival depository,  
6   and take title to the land, buildings, and equipment on behalf of the  
7   United States, and maintain, operate, and protect them as a Presi-  
8   dential archival depository, and as part of the national archives sys-  
9   tem; and make agreements, upon terms and conditions he considers  
10  proper, with a State, political subdivision, university, institution of  
11  higher learning, institute, or foundation to use as a Presidential archi-  
12  val depository land, buildings, and equipment of the State, subdivi-  
13  sion, university, or other organization, to be made available by it  
14  without transfer of title to the United States, and maintain, operate,  
15  and protect the depository as a part of the national archives system.

16   The Administrator shall submit a report in writing on a proposed  
17  Presidential archival depository to the President of the Senate and  
18  the Speaker of the House of Representatives, and include—

19       a description of the land, buildings, and equipment offered  
20       as a gift or to be made available without transfer of title;

21       a statement of the terms of the proposed agreement, if any;

22       a general description of the types of papers, documents, or  
23       other historical materials proposed to be deposited in the Presi-  
24       dential archival depository so to be created, and of the terms of the  
25       proposed deposit;

26       a statement of the additional improvements and equipment,  
27       if any, necessary to the satisfactory operation of the depository,  
28       together with an estimate of the cost; and

29       an estimate of the annual cost to the United States of main-  
30       taining, operating, and protecting the depository.

31   The Administrator may not take title to land, buildings, and equip-  
32   ment or make an agreement, until the expiration of the first period of  
33   60 calendar days of continuous session of the Congress following the  
34   date on which the report is transmitted, computed as follows:

35       Continuity of session is broken only by an adjournment sine die, but  
36       the days on which either House is not in session because of an adjourn-  
37       ment of more than three days to a day certain are excluded.

38       (b) When the Administrator considers it to be in the public interest,  
39   he may deposit in a Presidential archival depository papers, docu-

1 ments, or other historical materials accepted under section 3106 of this  
2 title, or Federal records appropriate for preservation.

3 (c) When the Administrator considers it to be in the public interest,  
4 he may exercise, with respect to papers, documents, or other historical  
5 materials deposited under this section, or otherwise, in a Presidential  
6 archival depository, all the functions and responsibilities otherwise  
7 vested in him pertaining to Federal records or other documentary  
8 materials in his custody or under his control. The Administrator, in  
9 negotiating for the deposit of Presidential historical materials, shall  
10 take steps to secure to the Government, as far as possible, the right to  
11 have continuous and permanent possession of the materials. Papers,  
12 documents, or other historical materials accepted and deposited under  
13 section 3106 of this title and this section are subject to restrictions as to  
14 their availability and use stated in writing by the donors or depositors,  
15 including the restriction that they shall be kept in a Presidential  
16 archival depository. The restrictions shall be respected for the period  
17 stated, or until revoked or terminated by the donors or depositors or  
18 by persons legally qualified to act on their behalf. Subject to the re-  
19 strictions, the Administrator may dispose by sale, exchange, or other-  
20 wise, of papers, documents, or other materials which the Archivist  
21 determines to have no permanent value or historical interest or to be  
22 surplus to the needs of a Presidential archival depository.

23 (d) When the Administrator considers it to be in the public interest,  
24 he may cooperate with and assist a university, institution of higher  
25 learning, institute, foundation, or other organization or qualified indi-  
26 vidual to further or to conduct study or research in historical materials  
27 deposited in a Presidential archival depository.

28 (e) When the Administrator considers it to be in the public interest,  
29 he may charge and collect reasonable fees for the privilege of visiting  
30 and viewing exhibit rooms or museum space in a Presidential archival  
31 depository.

32 (f) When the Administrator considers it to be in the public interest,  
33 he may provide reasonable office space in a Presidential archival de-  
34 pository for the personal use of a former President of the United  
35 States.

36 (g) When the Administrator considers it be in the public interest,  
37 he may accept gifts or bequests of money or other property for the  
38 purpose of maintaining, operating, protecting, or improving a Presi-  
39 dential archival depository. The proceeds of gifts or bequests, together

1 with the proceeds from fees or from sales of historical materials, copies  
2 or reproductions, catalogs, or other items, having to do with a Presi-  
3 dential archival depository, shall be paid into the National Archives  
4 Trust Fund to be held, administered, and expended for the benefit and  
5 in the interest of the Presidential archival depository in connection  
6 with which they were received, including administrative and custodial  
7 expenses as the Administrator determines.

8 **§ 2109. Depository for agreements between States**

9 The Administrator of General Services may receive duplicate  
10 originals or authenticated copies of agreements or compacts entered  
11 into under the Constitution and laws of the United States, between  
12 States of the Union, and take necessary actions for their preservation  
13 and servicing.

14 **§ 2110. Preservation of motion-picture films, still pictures, and**  
15 **sound recordings**

16 The Administrator of General Services may make and preserve  
17 motion-picture films, still pictures, and sound recordings pertaining  
18 to and illustrative of the historical development of the United States  
19 Government and its activities, and provide for preparing, editing,  
20 titling, scoring, processing, duplicating, reproducing, exhibiting, and  
21 releasing for non-profit educational purposes, motion-picture films,  
22 still pictures, and sound recordings in his custody.

23 **§ 2111. Reports; correction of violations**

24 (a) When the Administrator of General Services considers it neces-  
25 sary, he may obtain reports from Federal agencies on their activities  
26 under chapters 21, 25, 27, 29, 31, and 33 of this title.

27 (b) When the Administrator finds that a provision of chapter 21,  
28 25, 27, 29, or 31 of this title has been or is being violated, he shall in-  
29 form in writing the head of the agency concerned of the violation  
30 and make recommendations for its correction. Unless corrective meas-  
31 ures satisfactory to the Administrator are inaugurated within a reason-  
32 able time, the Administrator shall submit a written report of the  
33 matter to the President and the Congress.

34 **§ 2112. Legal status of reproductions; official seal; fees for copies**  
35 **and reproductions**

36 (a) When records that are required by statute to be retained in-  
37 definitely have been reproduced by photographic, microphotographic,  
38 or other processes, in accordance with standards established by the  
39 Administrator of General Services the indefinite retention by the  
40 photographic, microphotographic, or other reproductions constitutes  
41 compliance with the statutory requirement for the indefinite retention

1 of the original records. The reproductions, as well as reproductions  
2 made under regulations to carry out chapter 21, 29, and 31 of this title,  
3 shall have the same legal status as the originals.

4 (b) There shall be an official seal for the National Archives of the  
5 United States which shall be judicially noticed. When a copy or re-  
6 production, furnished under this section, is authenticated by the  
7 official seal and certified by the Administrator, the copy or reproduc-  
8 tion shall be admitted in evidence equally with the original from which  
9 it was made.

10 (c) The Administrator may charge a fee not in excess of 10 percent  
11 above the costs or expenses for making or authenticating copies or re-  
12 productions of materials transferred to his custody. Fees shall be paid  
13 into, administered, and expended as a part of the National Archives  
14 Trust Fund. He may not charge for making or authenticating copies  
15 or reproductions of materials for official use by the United States Gov-  
16 ernment. Reimbursement may be accepted to cover the cost of fur-  
17 nishing copies or reproductions that could not otherwise be furnished.

#### 18 § 2113. Limitation on liability

19 When letters and other intellectual productions, exclusive of mate-  
20 rial copyrighted or patented, come into the custody or possession of  
21 the Administrator of General Services, the United States or its agents  
22 are not liable for infringement of literary property rights or analogous  
23 rights arising out of use of the materials for display, inspection, re-  
24 search, reproduction, or other purposes.

#### 25 § 2114. Records of Congress

26 The Secretary of the Senate and the Clerk of the House of Repre-  
27 sentatives, acting jointly, shall obtain at the close of each Congress all  
28 the noncurrent records of the Congress and of each congressional com-  
29 mittee and transfer them to the General Services Administration for  
30 preservation, subject to the orders of the Senate or the House of Rep-  
31 resentatives, respectively.

### 32 CHAPTER 23—NATIONAL ARCHIVES TRUST FUND 33 BOARD

Sec.

2301. Establishment of Board; membership.

2302. Authority of Board; seal; employees; bylaws, rules, regulations.

2303. Powers and obligations of Board; liability of members.

2304. Compensation of members; availability of trust funds for expenses of  
Board.

2305. Acceptance of gifts.

2306. Investment of funds.

2307. Trust fund account; disbursements; sales of publications and releases.

2308. Tax exemption for gifts.

1 **§ 2301. Establishment of Board; membership**

2 The National Archives Trust Fund Board shall consist of the  
3 Archivist of the United States, as Chairman, and the chairman of the  
4 House of Representatives, Committee on Post Office and Civil Service  
5 and the chairman of the Senate Committee on Post Office and Civil  
6 Service. The authority of the Administrator of General Services under  
7 section 754 of title 40 to regroup, transfer, and distribute functions  
8 within the General Services Administration does not extend to the  
9 Board or its functions. Membership on the Board is not an office with-  
10 in the meaning of the statutes of the United States.

11 **§ 2302. Authority of Board; seal; employees; bylaws, rules,**  
12 **regulations**

13 In carrying out the purposes of this chapter, the Board may—

- 14 (1) adopt an official seal, which shall be judicially noticed;  
15 (2) appoint, or authorize the Chairman to appoint, without  
16 regard to the civil-service laws, necessary employees, and fix their  
17 duties; and  
18 (3) adopt bylaws, rules, and regulations necessary for the  
19 administration of its functions under this chapter.

20 **§ 2303. Powers and obligations of Board; liability of members**

21 The Board shall have all the usual powers and obligations of a  
22 trustee with respect to property and funds administered by it, but the  
23 members of the Board are not personally liable, except for malfeasance.

24 **§ 2304. Compensation of members; availability of trust funds for**  
25 **expenses of Board**

26 Compensation may not be paid to the members of the Board for their  
27 services as members. Costs incurred by the Board in carrying out  
28 its duties under this chapter, including the expenditures necessarily  
29 made by the members of the Board in the performance of their duties  
30 and the compensation of persons employed by the Board, shall be paid  
31 out of income from trust funds available to the Board for the purpose.  
32 Unless otherwise restricted by the instrument of gift or bequest, the  
33 Board, by resolution, may authorize the Chairman to use for these  
34 purposes, or for any other purpose for which funds may be expended  
35 under this chapter, the principal of a gift or bequest accepted under  
36 this chapter.

37 **§ 2305. Acceptance of gifts**

38 The Board may accept, receive, hold, and administer gifts or bequests



1 of money, securities, or other personal property, for the benefit of or in  
2 connection with the national archival and records activities admin-  
3 istered by the General Services Administration as may be approved  
4 by the Board.

5 **§ 2306. Investment of funds**

6 The Secretary of the Treasury shall receipt for moneys or securities  
7 composing trust funds given or bequeathed to the Board and shall  
8 invest, reinvest, and retain the moneys or securities as the Board from  
9 time to time determines. The Board may not engage in business or  
10 exercise a voting privilege which may be incidental to securities in  
11 such trust funds, nor may the Secretary of the Treasury make invest-  
12 ments for the account of the Board which could not lawfully be made  
13 by a trust company in the District of Columbia, unless directly author-  
14 ized by the instrument of gift or bequest under which the funds to be  
15 invested are derived, and may retain investments accepted by the  
16 Board.

17 **§ 2307. Trust fund account; disbursements; sales of publications**  
18 **and releases**

19 The income from trust funds held by the Board, and the proceeds  
20 from the sale of securities and other personal property, as and when  
21 collected, shall be covered into the Treasury of the United States in a  
22 trust fund account to be known as the National Archives Trust Fund,  
23 subject to disbursement by the Division of Disbursement, Treasury  
24 Department, on the basis of certified vouchers of the Chairman or his  
25 authorized agent, unless otherwise restricted by the instrument of gift  
26 or bequest, for and in the interest of the national archival and records  
27 activities administered by the General Services Administration, in-  
28 cluding but not restricted to the preparation and publication of spe-  
29 cial works and collections of sources and the preparation, duplication,  
30 editing, and release of historical photographic materials and sound  
31 recordings. The Chairman may sell publications and releases author-  
32 ized by this section and paid for out of the income derived from trust  
33 funds at a price which will cover their cost plus 10 percent, and moneys  
34 received from these sales shall be paid into, administered, and ex-  
35 pended as part of the National Archives Trust Fund.

36 **§ 2308. Tax exemption for gifts**

37 Gifts and bequests received by the Board under this chapter, and  
38 the income from them are exempt from taxes.

1 **CHAPTER 25—NATIONAL HISTORICAL PUBLICATIONS**  
 2 **COMMISSION**

Sec.

2501. Creation ; composition ; appointment and tenure.

2502. Vacancies.

2503. Executive director ; editorial and clerical staff ; reimbursement of members for transportation expenses ; honorarium.

2504. Duties ; authorization of grants for collection, reproduction, and publication of documentary historical source material.

2505. Special advisory committees ; membership ; reimbursement.

2506. Records to be kept by grantees.

2507. Report to Congress.

3 **§ 2501. Creation ; composition ; appointment and tenure**

4 The National Historical Publications Commission shall consist of  
 5 the Archivist of the United States (or an alternate designated by  
 6 him), who shall be Chairman ; the Librarian of Congress (or an alter-  
 7 nate designated by him) ; one Senator to be appointed, for a term of  
 8 four years, by the President of the Senate ; one Representative to be  
 9 appointed, for a term of two years, by the Speaker of the House of  
 10 Representatives ; one member of the judicial branch of the Govern-  
 11 ment to be appointed, for a term of four years, by the Chief Justice  
 12 of the United States ; one representative of the Department of State  
 13 to be appointed, for a term of four years, by the Secretary of State ;  
 14 one representative of the Department of Defense to be appointed, for  
 15 a term of four years, by the Secretary of Defense ; two members of  
 16 the American Historical Association to be appointed for terms of  
 17 four years by the council of the Association ; and two other members  
 18 outstanding in the fields of the social or physical sciences to be  
 19 appointed for terms of four years by the President of the United  
 20 States.

21 The Commission shall meet annually and on call of the Chairman.

22 The authority of the Administrator of General Services under sec-  
 23 tion 754 of title 40 to regroup, transfer, and distribute functions  
 24 within the General Services Administration does not extend to the  
 25 Commission or its functions.

26 **§ 2502. Vacancies**

27 A person appointed to fill a vacancy in the membership of the Com-  
 28 mission shall be appointed only for the unexpired term of the member  
 29 whom he succeeds, and his appointment shall be made in the same  
 30 manner as the appointment of his predecessor.

31 **§ 2503. Executive director ; editorial and clerical staff ; reimburse-**  
 32 **ment of members for transportation expenses ; hono-**  
 33 **rarium**

34 The Commission may appoint, without reference to chapter 51 of

1 title 5, an executive director and such editorial and clerical staff as  
2 it determines to be necessary. Members of the Commission who rep-  
3 resent a branch or agency of the Government shall serve as members of  
4 the Commission without additional compensation. All members of  
5 the Commission shall be reimbursed for transportation expenses in-  
6 curred in attending meetings of the Commission, and members other  
7 than those who represent a branch or agency of the Government of  
8 the United States shall receive instead of subsistence en route to or  
9 from or at the place of service, for each day actually spent in con-  
10 nection with the performance of their duties as members of the Com-  
11 mission, a sum, not to exceed \$25, as the Commission prescribes.

12 **§ 2504. Duties; authorization of grants for collection, reproduc-**  
13 **tion, and publication of documentary historical source**  
14 **material**

15 The Commission shall make plans, estimates, and recommendations  
16 for historical works and collections of sources, it considers ap-  
17 propriate for printing or otherwise recording at the public expense.  
18 It shall also cooperate with and encourage appropriate Federal,  
19 State, and local agencies and nongovernmental institutions, societies,  
20 and individuals in collecting and preserving and, when it considers it  
21 desirable, in editing and publishing the papers of outstanding citizens  
22 of the United States, and other documents as may be important for  
23 an understanding and appreciation of the history of the United  
24 States. The Administrator of General Services may, within the limits  
25 of available appropriated and donated funds, make allocations to  
26 Federal agencies, and grants to State and local agencies and to non-  
27 profit organizations and institutions, for the collecting, describing,  
28 preserving and compiling, and publishing (including microfilming  
29 and other forms of reproduction) of documentary sources significant  
30 to the history of the United States. Before making allocations and  
31 grants, the Administrator should seek the advice and recommenda-  
32 tions of the National Historical Publications Commission. The Chair-  
33 man of the Commission shall transmit to the Administrator from time  
34 to time, and at least annually, plans, estimates, and recommendations  
35 approved by the Commission.

36 **§ 2505. Special advisory committees; membership; reimbursement**

37 The Commission may establish special advisory committees to con-  
38 sult with and make recommendations to it, from among the leading  
39 historians, political scientists, archivists, librarians, and other spe-  
40 cialists of the Nation. Members of special advisory committees shall be

1 reimbursed for transportation and other expenses on the same basis as  
2 members of the Commission.

3 **§ 2506. Records to be kept by grantees**

4 (a) Each recipient of grant assistance under section 2504 of this  
5 title shall keep such records as the Administrator of General Services  
6 prescribes, including records which fully disclose the amount and dis-  
7 position by the recipient of the proceeds of the grants, the total cost of  
8 the project or undertaking in connection with which funds are given or  
9 used, and the amount of that portion of the cost of the project or under-  
10 taking supplied by other sources, and any other records as will facili-  
11 tate an effective audit.

12 (b) The Administrator and the Comptroller General of the United  
13 States or their authorized representatives shall have access for the  
14 purposes of audit and examination to books, documents, papers, and  
15 records of the recipients that are pertinent to the grants received under  
16 section 2504 of this title.

17 **§ 2507. Report to Congress**

18 The Administrator of General Services shall make an annual report  
19 to the Congress concerning projects undertaken and carried out under  
20 section 2504 of this title, including detailed information concerning  
21 the receipt and use of all appropriated and donated funds made avail-  
22 able to him.

23 **CHAPTER 27—FEDERAL RECORDS COUNCIL**

Sec.  
2701. Establishment; composition; chairman.

24 **§ 2701. Establishment; composition; chairman**

25 The Administrator of General Services shall establish a Federal  
26 Records Council, and shall advise and consult with the Council with a  
27 view to obtaining its advice and assistance in carrying out the purposes  
28 of chapters 21, 25, 27, 29, and 31 of this title. The Council shall include  
29 representatives of the legislative, judicial, and executive branches of  
30 the Government in such number as the Administrator determines, but  
31 at least four representatives of the legislative branch, at least two rep-  
32 resentatives of the judicial branch, and at least six representatives of  
33 the executive branch. Members of the Council representing the legis-  
34 lative branch shall be designated, in equal number, by the President of  
35 the Senate and the Speaker of the House of Representatives, re-  
36 spectively. Members of the Council representing the judicial branch  
37 shall be designated by the Chief Justice of the United States. The Ad-  
38 ministrator may designate from persons named by the head of an

1 executive agency concerned, not more than one representative from the  
 2 agency to serve as a member of the Council. Members of the Council  
 3 shall serve without compensation, but shall be reimbursed for all  
 4 necessary expenses actually incurred in the performance of the  
 5 duties as members of the Council.

6 The Council shall elect a chairman from among its own membership,  
 7 and shall meet at least annually.

8 **CHAPTER 29—RECORDS MANAGEMENT BY ADMINIS-**  
 9 **TRATOR OF GENERAL SERVICES**

Sec.

2901. Definitions.

2902. Records management, surveys, and reports.

2903. Custody and control of property.

2904. Records management by Administrator; duties generally.

2905. Establishment of standards for selective retention of records; security measures.

2906. Personal inspection and survey of records.

2907. Records centers for storage, process, and servicing of records.

2908. Regulations.

2909. Retentions of records.

2910. Final authority of Administrator in records practices.

10 **§ 2901. Definitions**

11 As used in chapters 25 and 27, sections 2901, 2903–2910, chapter 31,  
 12 and sections 2101–2115 of this title—

13 “records” has the meaning given by section 3301 of this title;

14 “records center” means an establishment maintained by the  
 15 Administrator of General Services or by a Federal agency pri-  
 16 marily for the storage, servicing, security, and processing of  
 17 records that must be preserved for varying periods of time and  
 18 need not be retained in office equipment and space;

19 “servicing” means making available for use information in  
 20 records and other materials in the custody of the Administrator—

21 (1) by furnishing the records or other materials, or infor-  
 22 mation from them, or copies or reproductions thereof, to agen-  
 23 cies of the Government for official use, and to the public; and

24 (2) by making and furnishing authenticated or unauthen-  
 25 ticated copies or reproductions of the records and other  
 26 materials;

27 “National Archives of the United States” means those official  
 28 records that have been determined by the Archivist to have suffi-  
 29 cient historical or other value to warrant their continued preser-  
 30 vation by the United States Government, and have been accepted  
 31 by the Administrator for deposit in his custody;

1       “unauthenticated copies” means exact copies or reproductions  
2       of records or other materials that are not certified as such under  
3       seal and that need not be legally accepted as evidence.

4   **§ 2902. Records management, surveys, and reports**

5       The Administrator of General Services may—

6           (1) make surveys of Government records and records manage-  
7       ment and disposal practices and obtain reports on them from Fed-  
8       eral agencies;

9           (2) promote, in cooperation with the executive agencies, im-  
10      proved records management practices and controls in agencies, in-  
11      cluding the central storage or disposition of records not needed by  
12      agencies for their current use; and

13          (3) report to the Congress and the Director of the Bureau of  
14      the Budget from time to time the results of these activities.

15   **§ 2903. Custody and control of property**

16       The Administrator shall have immediate custody and control of the  
17      National Archives Building and its contents, and may design, con-  
18      struct, purchase, lease, maintain, operate, protect, and improve build-  
19      ings used by him for the storage of records of Federal agencies in the  
20      District of Columbia and elsewhere.

21   **§ 2904. Records management by Administrator; duties generally**

22       The Administrator of General Services shall provide for the eco-  
23      nomical and efficient management of records of Federal agencies by—

24          (1) analyzing, developing, promoting, and coordinating stand-  
25      ards, procedures, and techniques designed to improve the man-  
26      agement of records, to insure the maintenance and security of  
27      records deemed appropriate for preservation, and to facilitate the  
28      segregation and disposal of records of temporary value, and

29          (2) promoting the efficient and economical utilization of space,  
30      equipment, and supplies needed to create, maintain, store, and  
31      service records.

32   **§ 2905. Establishment of standards for selective retention of rec-  
33       ords; security measures**

34       The Administrator of General Services shall establish standards for  
35      the selective retention of records of continuing value, and assist Fed-  
36      eral agencies in applying the standards to records in their custody. He  
37      shall notify the head of a Federal agency of any actual, impending, or  
38      threatened unlawful removal, defacing, alteration, or destruction of  
39      records in the custody of the agency that shall come to his attention,

1 and assist the head of the agency in initiating action through the  
2 Attorney General for the recovery of records unlawfully removed and  
3 for other redress provided by law.

4 **§ 2906. Personal inspection and survey of records**

5 The Administrator of General Services may inspect or survey per-  
6 sonally or by deputy the records of any Federal agency, and make  
7 surveys of records management and records disposal practices in agen-  
8 cies. Officials and employees of agencies shall give him full cooperation  
9 in inspections and surveys. Records, the use of which is restricted by  
10 law or for reasons of national security or the public interest, shall be  
11 inspected or surveyed in accordance with regulation promulgated by  
12 the Administrator, subject to the approval of the head of the custodial  
13 agency.

14 **§ 2907. Records centers for storage, process, and servicing of**  
15 **records**

16 The Administrator of General Services may establish, maintain, and  
17 operate—

18 (1) records centers for the storage, processing, and servicing  
19 of records for Federal agencies pending their deposit with the  
20 National Archives of the United States or their disposition in  
21 any other manner authorized by law; and

22 (2) centralized microfilming services for Federal agencies.

23 **§ 2908. Regulations**

24 Subject to applicable law, the Administrator of General Services  
25 shall promulgate regulations governing the transfer of records from  
26 the custody of one executive agency to that of another.

27 **§ 2909. Retention of records**

28 The Administrator of General Services may empower a Federal  
29 agency, upon the submission of evidence of need, to retain records for  
30 a longer period than that specified in disposal schedules approved by  
31 Congress; and, in accordance with regulations promulgated by him,  
32 may withdraw disposal authorizations covering records listed in dis-  
33 posal schedules approved by Congress.

34 **§ 2910. Final authority of Administrator in records practices**

35 The Administrator of General Services shall have final authority in  
36 matters involving the conduct of surveys of Government records, and  
37 records creation, maintenance, management and disposal practices in  
38 Federal agencies, under sections 2904–2909 and 3101–3107 of this title,  
39 and the implementation of recommendations based on surveys.

## 1 CHAPTER 31—RECORDS MANAGEMENT BY FEDERAL 2 AGENCIES

### Sec.

- 3101. Records management by agency heads ; general duties.
- 3102. Establishment of program of management.
- 3103. Storage, processing, and servicing of records.
- 3104. Certifications and determinations on transferred records.
- 3105. Safeguards.
- 3106. Unlawful removal, destruction of records.
- 3107. Authority of Comptroller General.

### 3 § 3101. Records management by agency heads ; general duties

4 The head of each Federal agency shall make and preserve records  
5 containing adequate and proper documentation of the organization,  
6 functions, policies, decisions, procedures, and essential transactions of  
7 the agency and designed to furnish the information necessary to pro-  
8 tect the legal and financial rights of the Government and of persons  
9 directly affected by the agency's activities.

### 10 § 3102. Establishment of program of management

11 The head of each Federal agency shall establish and maintain an  
12 active, continuing program for the economical and efficient manage-  
13 ment of the records of the agency. The program, among other things,  
14 shall provide for

15 (1) effective controls over the creation, maintenance, and use  
16 of records in the conduct of current business;

17 (2) cooperation with the Administrator of General Services  
18 in applying standards, procedures, and techniques designed to  
19 improve the management of records, promote the maintenance  
20 and security of records deemed appropriate for preservation, and  
21 facilitate the segregation and disposal of records of temporary  
22 value; and

23 (3) compliance with sections 2101-2113, 2501-2507, 2701, 2901,  
24 2903-2909, and 3101-3107, of this title and the regulations issued  
25 under them.

### 26 § 3103. Storage, processing, and servicing of records

27 When the head of a Federal agency determines that it may effect  
28 substantial economies or increased operating efficiency, he shall provide  
29 for appropriate storage, processing, and servicing of records in a  
30 records center maintained and operated by the Administrator of Gen-  
31 eral Services or, when approved by him, in a center maintained and  
32 operated by the head of the Federal agency.

### 33 § 3104. Certifications and determinations on transferred records

34 An official of the Government who is authorized to certify to facts  
35 on the basis of records in his custody, may certify to facts on the basis  
36 of records that have been transferred by him or his predecessors to the



1 Administrator of General Services, and may authorize the Adminis-  
 2 trator to certify to facts and to make administrative determinations on  
 3 the basis of records transferred to the Administrator, notwithstanding  
 4 any other law.

5 **§ 3105. Safeguards**

6 The head of each Federal agency shall establish safeguards against  
 7 the removal or loss of records he determines to be necessary and  
 8 required by regulations of the Administrator of General Services.  
 9 Safeguards shall include making it known to officials and employees  
 10 of the agency—

11 (1) that records in the custody of the agency are not to be  
 12 alienated or destroyed except in accordance with sections 3301-  
 13 3314 of this title, and

14 (2) the penalties provided by law for the unlawful removal  
 15 or destruction of records.

16 **§ 3106. Unlawful removal, destruction of records**

17 The head of each Federal agency shall notify the Administrator of  
 18 General Services of any actual, impending, or threatened unlawful  
 19 removal, defacing, alteration, or destruction of records in the custody  
 20 of the agency of which he is the head that shall come to his attention,  
 21 and with the assistance of the Administrator shall initiate action  
 22 through the Attorney General for the recovery of records he knows or  
 23 has reason to believe have been unlawfully removed from his agency, or  
 24 from another Federal agency whose records have been transferred to  
 25 his legal custody.

26 **§ 3107. Authority of Comptroller General**

27 Sections 2101-2113, 2501-2507, 2701, 2901, 2904-2910, and 3101-3107,  
 28 of this title do not limit the authority of the Comptroller General of  
 29 the United States with respect to prescribing accounting systems,  
 30 forms, and procedures, or lessen the responsibility of collecting and  
 31 disbursing officers for rendition of their accounts for settlement by the  
 32 General Accounting Office.

33 **CHAPTER 33—DISPOSAL OF RECORDS**

Sec.

3301. Definition of records.

3302. Regulations covering lists of records for disposal, procedure for disposal,  
 and standards for reproduction; approval by President.

3303. Lists and schedules of records to be submitted to Administrator of Gen-  
 eral Services by head of each Government agency.

3304. Lists and schedules of records lacking preservation value; submission  
 to Congress by Administrator of General Services.

3305. Examination of lists and schedules by joint congressional committee and  
 report to Congress.

3306. Disposal of records by head of Government agency upon notification by  
 Administrator of General Services of action by joint congressional  
 committee.

Sec.

3307. Disposal of records upon failure of joint congressional committee to act.

3308. Disposal of similar records where prior disposal was authorized.

3309. Preservation of claims of Government until settled in General Accounting Office; disposal authorized upon written approval of Comptroller General.

3310. Disposal of records constituting menace to health, life, or property.

3311. Destruction of records outside continental United States in time of war or when hostile action seems imminent; written report to Administrator of General Services.

3312. Photographs or microphotographs of records considered as originals; certified reproductions admissible in evidence.

3313. Moneys from sale of records payable into the Treasury.

3314. Procedures for disposal of records exclusive.

# 1 **§ 3301. Definition of records**

2 As used in this chapter, "records" includes all books, papers, maps,  
3 photographs, or other documentary materials, regardless of physical  
4 form or characteristics, made or received by an agency of the United  
5 States Government under Federal law or in connection with the trans-  
6 action of public business and preserved or appropriate for preserva-  
7 tion by that agency or its legitimate successor as evidence of the orga-  
8 nization, functions, policies, decisions, procedures, operations, or other  
9 activities of the Government or because of the informational value of  
10 data in them. Library and museum material made or acquired and  
11 preserved solely for reference or exhibition purposes, extra copies of  
12 documents preserved only for convenience of reference, and stocks of  
13 publications and of processed documents are not included.

# 14 **§ 3302. Regulations covering lists of records for disposal, pro-** 15 **cedure for disposal, and standards for reproduction;** 16 **approval by President**

17 The Administrator of General Services shall promulgate regula-  
18 tions, not inconsistent with this chapter, establishing—

19 (1) procedures for the compiling and submitting to him of lists  
20 and schedules of records proposed for disposal,

21 (2) procedures for the disposal of records authorized for dis-  
22 posal, and

23 (3) standards for the reproduction of records by photographic  
24 or microphotographic processes with a view to the disposal of the  
25 original records.

# 26 **§ 3303. Lists and schedules of records to be submitted to Admin-** 27 **istrator of General Services by head of each Govern-** 28 **ment agency**

29 The head of each agency of the United States Government shall  
30 submit to the Administrator of General Services, under regulations  
31 promulgated as provided by section 3302 of this title—

32 (1) lists of any records in the custody of the agency that have

1       been photographed or microphotographed under the regulations  
2       and that, as a consequence, do not appear to have sufficient value  
3       to warrant their further preservation by the Government;

4       (2) lists of other records in the custody of the agency not  
5       needed by it in the transaction of its current business and that do  
6       not appear to have sufficient administrative, legal, research, or  
7       other value to warrant their further preservation by the Govern-  
8       ment; and

9       (3) schedules proposing the disposal after the lapse of specified  
10       periods of time of records of a specified form or character that  
11       either have accumulated in the custody of the agency or may ac-  
12       cumulate after the submission of the schedules and apparently  
13       will not after the lapse of the period specified have sufficient ad-  
14       ministrative, legal, research, or other value to warrant their fur-  
15       ther preservation by the Government.

16   **§ 3304. Lists and schedules of records lacking preservation value;**  
17       **submission to Congress by Administrator of General**  
18       **Services**

19       The Administrator of General Services shall submit to Congress  
20       when he considers it expedient, the lists or schedules submitted to  
21       him under section 3303 of this title, or parts of those lists or schedules,  
22       and lists or schedules of records in his legal custody, when it appears  
23       to him that the records listed in the lists or schedules do not, or will  
24       not after the lapse of the period specified, have sufficient administrative  
25       legal, research, or other value to warrant their continued preservation  
26       by the United States Government. The Administrator may not submit  
27       to Congress lists or schedules of records of any existing agency of the  
28       Government in his legal custody without first having obtained the  
29       written consent of the head of the agency.

30       The Administrator may also submit to Congress, when he considers  
31       it expedient, schedules proposing the disposal, after the lapse of speci-  
32       fied periods of time, of records of a specified form or character common  
33       to several or all agencies that either have accumulated or may accumu-  
34       late in these agencies and that apparently will not, after the lapse of  
35       the periods specified, have sufficient administrative legal, research, or  
36       other value to warrant their further preservation by the United States  
37       Government.

38   **§ 3305. Examination of lists and schedules by joint congressional**  
39       **committee and report to Congress**

40       When the Administrator of General Services submits lists or sched-  
41       ules to Congress, the presiding officer of the Senate shall appoint two

1 Senators who, with the members of the subcommittee on the Disposi-  
2 tion of Executive Papers of the House of Representatives Committee  
3 on House Administration, shall constitute a joint committee to which  
4 lists or schedules shall be referred, and the joint committee shall  
5 examine them and submit to the Senate and House of Representatives,  
6 respectively, a report of its examination and its recommendations.

7 **§ 3306. Disposal of records by head of Government agency upon**  
8 **notification by Administrator of General Services of**  
9 **action by joint congressional committee**

10 If the joint congressional committee reports that any of the records  
11 listed in a list or schedule referred to it do not, or will not after the  
12 lapse of the period specified, have sufficient administrative, legal,  
13 research, or other value to warrant their continued preservation by  
14 the Government, the Administrator of General Services shall notify  
15 the agency having the records in its custody of the action of the joint  
16 committee, and the agency shall cause the records to be disposed of  
17 in accordance with regulations promulgated under section 3302 of  
18 this title. Authorizations granted under schedules submitted under  
19 the last paragraph of section 3304 of this title shall be permissive and  
20 not mandatory.

21 **§ 3307. Disposal of records upon failure of joint congressional**  
22 **committee to act**

23 If the joint congressional committee does not report during a regu-  
24 lar or special session of Congress on a list or schedule submitted to  
25 Congress by the Administrator of General Services at least ten days  
26 before adjournment of the session, the Administrator may empower  
27 an agency having in its custody records covered by the lists or sched-  
28 ules to dispose of them in accordance with regulations under sec-  
29 tion 3302 of this title.

30 **§ 3308. Disposal of similar records where prior disposal was**  
31 **authorized**

32 When it appears to the Administrator of General Services that an  
33 agency has in its custody, or is accumulating, records of the same form  
34 or character as those of the same agency previously authorized by  
35 Congress to be disposed of, he may empower the head of the agency  
36 to dispose of the records, after they have been in existence a specified  
37 period of time, in accordance with regulations promulgated under  
38 section 3302 of this title and without listing or scheduling them.

1 **§ 3309. Preservation of claims of Government until settled in**  
2 **General Accounting Office; disposal authorized upon**  
3 **written approval of Comptroller General**

4 Records pertaining to claims and demands by or against the Gov-  
5 ernment of the United States or to accounts in which the Government  
6 of the United States is concerned, either as debtor or creditor, may not  
7 be disposed of by the head of an agency under authorization granted  
8 under sections 3306-3308 of this title, until the claims, demands, and  
9 accounts have been settled and adjusted in the General Accounting  
10 Office, except upon the written approval of the Comptroller General  
11 of the United States.

12 **§ 3310. Disposal of records constituting menace to health, life, or**  
13 **property**

14 When the Administrator of General Services and the head of the  
15 agency that has custody of them jointly determine that records in the  
16 custody of an agency of the United States Government are a con-  
17 tinuing menace to human health or life or to property, the Admin-  
18 istrator shall eliminate the menace immediately by any method he  
19 considers necessary. When records in the custody of the Adminis-  
20 trator are disposed of under this section, the Administrator shall re-  
21 port their disposal to the agency from which they were transferred.

22 **§ 3311. Destruction of records outside continental United States**  
23 **in time of war or when hostile action seems imminent;**  
24 **written report to Administrator of General Services**

25 During a state of war between the United States and another  
26 nation, or when hostile action by a foreign power appears imminent,  
27 the head of an agency of the United States Government may authorize  
28 the destruction of records in his legal custody situated in a military  
29 or naval establishment, ship, or other depository outside the territorial  
30 limits of continental United States—

31 (1) the retention of which would be prejudicial to the interests  
32 of the United States or

33 (2) which occupy space urgently needed for military purposes  
34 and are, in his opinion, without sufficient administrative, legal,  
35 research, or other value to warrant their continued preservation.

36 Within six months after their disposal, the official who directed the  
37 disposal shall submit a written report to the Administrator of Gen-

1 eral Services in which he shall describe the character of the records  
2 and state when and where he disposed of them.

3 **§ 3312. Photographs or microphotographs of records considered**  
4 **as originals; certified reproductions admissible in evi-**  
5 **dence**

6 Photographs or microphotographs of records made in compliance  
7 with regulations under section 3302 of this title shall have the same  
8 effect as the originals and shall be treated as originals for the purpose  
9 of their admissibility in evidence. Certified or authenticated repro-  
10 ductions of the photographs or microphotographs shall be admitted  
11 in evidence equally with the original photographs or microphoto-  
12 graphs.

13 **§ 3313. Moneys from sale of records payable into the Treasury**

14 Moneys derived by agencies of the Government from the sale of  
15 records disposed of under this chapter shall be paid into the Treasury  
16 of the United States unless otherwise required by law.

17 **§ 3314. Procedures for disposal of records exclusive**

18 The procedures prescribed by this chapter are exclusive, and records  
19 of the United States Government may not be alienated or destroyed  
20 except under this chapter.

21 **CHAPTER 35—COORDINATION OF FEDERAL REPORTING**  
22 **SERVICES**

Sec.

3501. Information for Federal agencies.

3502. Definitions.

3503. Duties of Director of the Bureau of the Budget.

3504. Designation of central collection agency.

3505. Independent collection by an agency prohibited.

3506. Determination of necessity for information; hearing.

3507. Cooperation of agencies in making information available.

3508. Unlawful disclosure of information; penalties; release of information to  
other agencies.

3509. Plans or forms for collecting information; submission to Director; ap-  
proval.

3510. Rules and regulations.

3511. Penalty for failure to furnish information.

23 **§ 3501. Information for Federal agencies**

24 Information needed by Federal agencies shall be obtained with a  
25 minimum burden upon business enterprises, especially small business  
26 enterprises, and other persons required to furnish the information, and  
27 at a minimum cost to the Government. Unnecessary duplication of  
28 efforts in obtaining information through the use of reports, question-  
29 naires, and other methods shall be eliminated as rapidly as practicable.  
30 Information collected and tabulated by a Federal agency shall, as far

1 as is expedient, be tabulated in a manner to maximize the usefulness of  
2 the information to other Federal agencies and the public.

3 **§ 3502. Definitions**

4 As used in this chapter—

5 “Federal agency” means an executive department, commission,  
6 independent establishment, corporation owned or controlled by  
7 the United States, board, bureau, division, service, office, author-  
8 ity, or administration in the executive branch of the Government;  
9 but does not include the General Accounting Office nor the gov-  
10 ernments of the District of Columbia and of the territories and  
11 possessions of the United States, and their various subdivisions;

12 “person” means an individual, partnership, association, cor-  
13 poration, business trust, or legal representative, an organized  
14 group of persons, a State or territorial government or branch, or  
15 a political subdivision of a State or territory or a branch of a  
16 political subdivision;

17 “information” means facts obtained or solicited by the use of  
18 written report forms, application forms, schedules, questionnaires,  
19 or other similar methods calling either for answers to identical  
20 questions from ten or more persons other than agencies, instru-  
21 mentalities, or employees of the United States or for answers to  
22 questions from agencies, instrumentalities, or employees of the  
23 United States which are to be used for statistical compilations of  
24 general public interest.

25 **§ 3503. Duties of Director of the Bureau of the Budget**

26 With a view to carrying out the policy of this chapter, the Director  
27 of the Bureau of the Budget from time to time shall—

28 (1) investigate the needs of the various Federal agencies for  
29 information from business enterprises, from other persons, and  
30 from other Federal agencies;

31 (2) investigate the methods used by agencies in obtaining in-  
32 formation; and

33 (3) coordinate as rapidly as possible the information-collecting  
34 services of all agencies with a view to reducing the cost to the  
35 Government of obtaining information and minimizing the burden  
36 upon business enterprises and other persons, and using, as far  
37 as practicable, for continuing organization, files of information  
38 and existing facilities of the established Federal agencies.

1   **§ 3504. Designation of central collection agency**

2       When, after investigation, the Director of the Bureau of the Budget  
3 is of the opinion that the needs of two or more Federal agencies for  
4 information from business enterprises and other persons will be ade-  
5 quately served by a single collecting agency, he shall fix a time and  
6 place for a hearing at which the agencies concerned and other inter-  
7 ested persons may have an opportunity to present their views. After  
8 the hearing, the Director may issue an order designating a collecting  
9 agency to obtain information for two or more of the agencies con-  
10 cerned, and prescribing (with reference to the collection of informa-  
11 tion) the duties and functions of the collecting agency so designated  
12 and the Federal agencies for which it is to act as agent. The Director  
13 may modify the order from time to time as circumstances require,  
14 but modification may not be made except after investigation and  
15 hearing.

16   **§ 3505. Independent collection by an agency prohibited**

17       While an order or modified order is in effect, a Federal agency cov-  
18 ered by it may not obtain for itself information which it is the duty  
19 of the collecting agency designated by the order to obtain.

20   **§ 3506. Determination of necessity for information; hearing**

21       Upon the request of a party having a substantial interest, or upon  
22 his own motion, the Director of the Bureau of the Budget may deter-  
23 mine whether or not the collection of information by a Federal agency  
24 is necessary for the proper performance of the functions of the agency  
25 or for any other proper purpose. Before making a determination, he  
26 may give the agency and other interested persons an opportunity to  
27 be heard or to submit statements in writing. To the extent, if any,  
28 that the Director determines the collection of information by the  
29 agency is unnecessary, for any reason, the agency may not engage in  
30 the collection of the information.

31   **§ 3507. Cooperation of agencies in making information available**

32       For the purposes of this chapter, the Director of the Bureau of the  
33 Budget may require a Federal agency to make available to another  
34 Federal agency information obtained from any person after Decem-  
35 ber 24, 1942, and all agencies are directed to cooperate to the fullest  
36 practicable extent at all times in making information available to other  
37 agencies.

38       This chapter does not apply to the obtaining or releasing of infor-  
39 mation by the Internal Revenue Service, the Comptroller of the Cur-  
40 rency, the Bureau of the Public Debt, the Bureau of Accounts, and  
41 the Division of Foreign Funds Control of the Treasury Department,



1 nor to the obtaining by a Federal bank supervisory agency of reports  
2 and information from banks as authorized by law and in the proper  
3 performance of the agency's functions in its supervisory capacity.

4 **§ 3508. Unlawful disclosure of information; penalties; release of**  
5 **information to other agencies**

6 (a) If information obtained in confidence by a Federal agency is  
7 released by that agency to another Federal agency, all the provisions  
8 of law including penalties which relate to the unlawful disclosure  
9 of information apply to the officers and employees of the agency to  
10 which information is released to the same extent and in the same man-  
11 ner as the provisions apply to the officers and employees of the agency  
12 which originally obtained the information. The officers and employees  
13 of the agency to which the information is released, in addition, shall  
14 be subject to the same provisions of law, including penalties, relating  
15 to the unlawful disclosure of information as if the information had  
16 been collected directly by that agency.

17 (b) Information obtained by a Federal agency from a person under  
18 this chapter may be released to another Federal agency only—

19 (1) in the form of statistical totals or summaries; or

20 (2) if the information as supplied by persons to a Federal  
21 agency had not, at the time of collection, been declared by that  
22 agency or by a superior authority to be confidential; or

23 (3) when the persons supplying the information consent to the  
24 release of it to a second agency by the agency to which the in-  
25 formation was originally supplied; or

26 (4) when the Federal agency to which another Federal agency  
27 releases the information has authority to collect the information  
28 itself and the authority is supported by legal provision for crim-  
29 inal penalties against persons failing to supply the information.

30 **§ 3509. Plans or forms for collecting information; submission to**  
31 **Director; approval**

32 A Federal agency may not conduct or sponsor the collection of in-  
33 formation upon identical items, from ten or more persons, other than  
34 Federal employees, unless, in advance of adoption or revision of any  
35 plans or forms to be used in the collection—

36 (1) the agency has submitted to the Director the plans or forms,  
37 together with copies of pertinent regulations and of other related  
38 materials as the Director of the Bureau of the Budget has speci-  
39 fied; and

40 (2) the Director has stated that he does not disapprove the  
41 proposed collection of information.

1 **§ 3510. Rules and regulations**

2 The Director of the Bureau of the Budget may promulgate rules  
3 and regulations necessary to carry out sections 3501-3511 of this title.

4 **§ 3511. Penalty for failure to furnish information**

5 A person failing to furnish information required by an agency  
6 shall be subject to penalties specifically prescribed by law, and no  
7 other penalty may be imposed either by way of fine or imprisonment  
8 or by the withdrawal or denial of a right, privilege, priority, allot-  
9 ment, or immunity, except when the right, privilege, priority, allot-  
10 ment, or immunity is legally conditioned on facts which would be  
11 revealed by the information requested.

12 **CHAPTER 37—ADVERTISEMENTS BY GOVERNMENT**  
13 **AGENCIES**

Sec.

3701. Advertisements for contracts in District of Columbia.

3702. Advertisements not to be published without written authority.

3703. Rate of payment for advertisements, notices, and proposals.

14 **§ 3701. Advertisements for contracts in District of Columbia**

15 Advertisements for contracts for the public service may not be pub-  
16 lished in any newspaper published and printed in the District of  
17 Columbia unless the supplies or labor covered by the advertisement  
18 are to be furnished or performed in the District of Columbia or in  
19 the adjoining counties of Maryland or Virginia.

20 **§ 3702. Advertisements not to be published without written au-**  
21 **thority**

22 Advertisements, notices, or proposals for an executive department  
23 of the Government, or for a bureau or office connected with it, may  
24 not be published in a newspaper except under written authority from  
25 the head of the department; and a bill for advertising or publication  
26 may not be paid unless there is presented with the bill a copy of the  
27 written authority.

28 **§ 3703. Rate of payment for advertisements, notices, and pro-**  
29 **posals**

30 Advertisements, notices, proposals for contracts, and all forms of  
31 advertising required by law for the several departments of the Gov-  
32 ernment may be paid for at a price not to exceed the commercial rates  
33 charged to private individuals, with the usual discounts. But the heads  
34 of the several departments may secure lower terms at special rates  
35 when the public interest requires it. The rates shall include the furnish-  
36 ing of lawful evidence, under oath, of publication, to be made and  
37 furnished by the printer or publisher making publication.

1     **SEC. 2. (a)** The legislative purpose in enacting section 1 of this Act  
 2     is to restate, without substantive change, the laws replaced by those  
 3     sections on the effective date of this Act. Laws effective after January  
 4     14, 1968, that are inconsistent with this Act are considered as super-  
 5     seding it to the extent of the inconsistency.

6     **(b)** A reference to a law replaced by section 1 of this Act, including a  
 7     reference in a regulation, order, or other law, is deemed to refer to the  
 8     corresponding provision enacted by this Act.

9     **(c)** An order, rule, or regulation in effect under a law replaced by  
 10    section 1 of this Act shall continue in effect under the corresponding  
 11    provision enacted by this Act until repealed, amended, or superseded.

12    **(d)** An action taken or an offense committed under a law replaced  
 13    by section 1 of this Act is deemed to have been taken or committed  
 14    under the corresponding provision enacted by this Act.

15    **(e)** An inference of a legislative construction is not to be drawn by  
 16    reason of the location in the United States Code of a provision enacted  
 17    by this Act or by reason of its caption or catchline.

18    **(f)** If a provision enacted by this Act is held invalid, all valid  
 19    provisions that are severable from the invalid provision remain in  
 20    effect. If a provision of this Act is held invalid in one or more of its  
 21    applications, the provision remains in effect in all valid applications  
 22    that are severable from the invalid application or applications.

23    **SEC. 3.** The laws specified in the following schedule are repealed  
 24    except with respect to rights and duties that matured, penalties that  
 25    were incurred, and proceedings that were begun, before the effective  
 26    date of this Act and except as provided by section 2 of this Act:

27                               Revised Statutes

28       Sections 79, 210, 383, 501, 502, 504, 853, 854, 3686, 3805, 3806, 3810,  
 29       3828.

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9 528.....		70	512
Aug. 1 852.....	20.....	70	911
1957			
June 13 85-51.....		71	69
1959			
May 26 86-31.....		73	60
June 25 86-70.....	33, 34.....	73	149
1960			
July 12 86-624.....	32, 33.....	74	421
1961			
Mar. 21 87-2.....		75	5
July 11 87-85.....		75	202
1962			
Aug. 9 87-579.....	1-10.....	76	352-356
1963			
Aug. 27 88-105.....	1.....	77	130
Dec. 2 88-190.....	1.....	77	343
21 88-224.....		77	469
30 88-246.....	1, 2.....	77	802
1964			
Feb. 5 88-265.....		78	8
July 28 88-383.....	(Except provision adding par. (f) to sec. 503 of the Federal Property and Administrative Services Act of 1949).	78	335
Aug. 14 88-426.....	203(c) (as applicable to Public Printer).	78	415
	203(d) (as applicable to Deputy Public Printer).	78	446
88-441.....			
1966			
Oct. 15 89-678.....		80	956
1967			
July 28 90-57.....	101 (2d par. under "Government Printing Office Revolving Fund")..	81	141

Passed the House of Representatives September 16, 1968.

Attest:

W. PAT JENNINGS,

Clerk.

Calendar No. 1622

90TH CONGRESS  
2D SESSION

**H. R. 18612**

[Report No. 1621]

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## **AN ACT**

To enact title 44, United States Code, "Public Printing and Documents", codifying the general and permanent laws relating to public printing and documents.

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SEPTEMBER 17, 1968

Read twice and referred to the Committee on the  
Judiciary

OCTOBER 9, 1968

Reported without amendment